CITY OF CHOICE

PIETERMARITZBURG
MSUNDUZI

OCCUPATIONAL HEALTH & SAFETY MANAGEMENT FRAMEWORK

MSUNDUZI MUNICIPALITY

Aim

1. To establish an effective Health and Safety Management Framework for the Msunduzi Municipality and to ensure all levels of management and employees are accountable for the implementation of this system.

Objective

1. To provide a structured Health and Safety Management Framework to eliminate or control risks in all operations into an acceptable level.

2. To develop and embed a health and safety culture in all our activities that recognises the importance and value of effective health and safety management.

3. Clearly define for all employees their accountability and responsibility for the development and delivery of a health and safety strategy.

4. Ensure that all employees are provided with adequate and appropriate health and safety information, resources and training.

5. To empower employees to have the ability to identify hazards in the workplace, assess the level of risk associated with the hazard, and identify controls to manage the hazard.

6. To prevent injury and illness in the workplace, and ensuring continual improvement in health and safety management performance.

7. Compliance with applicable legal and other requirements that relate to health and safety.

8. To provide a systematic guide to assist business units effectively manage their health and safety programmes.

Scope

1. The Occupational Health and Safety Management Framework shall be applicable to all business units within the Msunduzi Municipality

Responsibility

1. It shall be the responsibility of Management to ensure that the requirements of all standards are adhered to within their respective areas of responsibility.

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1 PREMISES AND HOUSE KEEPING

Section: 1.1 Buildings and Floors

1 STANDARD

1.1 All sites, building structures and floors must be kept in a good state of repair.

1.2 Floors and paths must be kept clean and free from spillage such as oil, water, chemicals, dirt, etc.

1.3 Each work site shall be divided into areas of responsibility on a map/plan, which shall be displayed in a prominent place for all to see.

1.4 Each work site shall be inspected on a regular basis and any defects shall be recorded on the relevant form together with any remedial actions carried out (See Annexure 1, 2).

1.5 The completed inspection form shall be filed for a minimum period of 36 months.

2 INSPECTION FREQUENCIES

2.1 Informal inspections of all areas should be carried out on a monthly basis by the supervisors during his normal duties. This inspection shall be formalised on a monthly basis and the findings recorded on form Annexure A and B stating deviations and remedial actions carried out.

Section: 1.2 Good Lighting Natural & Artificial Ventilation

1 STANDARD

1.1 An initial spot check of all areas to be carried out by the various business units to establish whether or not they comply with the requirements of SABS 0114 Code of practice for interior lighting and ventilation. Any deviations identified must be reported to the unit head who will arrange for a full survey to be carried out . The unit head shall be responsible to carry out the necessary remedial actions to ensure compliance. This assessment is to be done in the form of a spot check using form Annexure 3. A copy of this is to be sent to the Safety Officer after completion.

1.2 All new buildings are to have a lighting survey carried out to ensure compliance to the legislative requirements.

1.3 Lighting within buildings should be of such a nature so as to eliminate glare.

1.4 Emergency lighting must come into working within 15 seconds of a power failure.

1.5 More than 10% of lighting being defective at the same time should be rectified immediately.

1.6 All windows and lights should be kept clean and obstruction free at all times

1.7 Large glass doors shall be properly marked so as to eliminate accidents by persons walking into them. (SABS 0137).

1.8 Any area identified as having the potential for exposure to possible explosions should be fitted with safety glass. (SABS 0137 and 0400).

1.9 An adequate flow of air must be maintained in all work areas so as to ensure a safe and healthy atmosphere for employees to work in

1.10 Centralised air-conditioning units must be inspected on a regular basis for obstruction and the filters must be cleaned.

1.11 Where wall or window mounted units are used the units filters are to be cleaned on a regular basis.

1.12 Extraction systems in workshops should be inspected on a monthly basis and where applicable the filters must be cleaned.

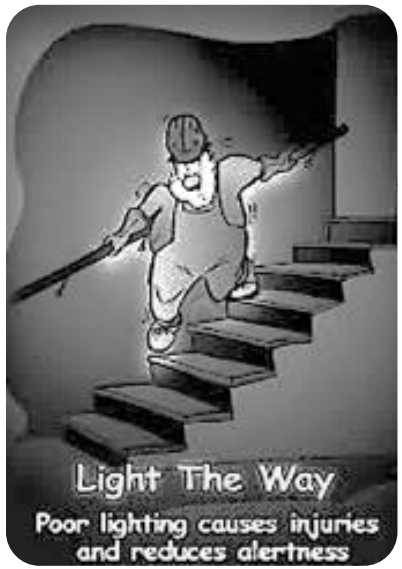
1.13 A confined space entry system is to be used in any area where workers enter into confined spaces. Part of this process would include establishing the integrity of the atmosphere in any confined space before any employees are allowed to enter the space. The presence of a competent person and a method of monitoring the atmosphere in order to be able to identify any changes that could be detrimental to the health and safety of any employee within that environment shall be mandatory.

2 INSPECTION FREQUENCIES

2.1 Windows and lights are to be inspected for cleanliness and integrity on a monthly basis. The results of the inspection are to be recorded on form Annexure 1 and 2.

2.2 All Air-conditioners/Extraction System units must be inspected on a monthly basis and where applicable the filters cleaned.

2.3 All common air-conditioning units servicing buildings fitted with ducts are to be inspected on an annual basis to ensure that they are functioning correctly. Filters on these units are to be inspected and cleaned on a monthly basis.



Section: 1.3 Hygiene Facilities

1 STANDARD

1.1 All facilities are to be kept in a clean hygienic condition

1.2 No food is permitted to be stored in areas such as clothing lockers, toilets, tool boxes, washrooms, workshops, etc.

2 INSPECTION FREQUENCIES

2.1 Facilities should be inspected on a monthly basis to gauge compliance and the results recorded on form Annexure 1 and 2.

Section: 1.4 Pollution Air, Ground and Water

1 STANDARD

1.1 A survey of all sites, workshops and work areas is to be carried out at least once a year to determine whether or not a pollution problem does exist.

1.2 Any hazardous or toxic waste materials which cannot be disposed of using normal methods available should be disposed of by a company which has the knowledge and facilities to do so without endangering the lives of employees or the public.

1.3 Empty chemical containers should be collected and either returned to the manufacturer or destroyed. On no account should containers be given to employees for personal use.

1.4 Any areas identified as areas in which a pollution problem exists, should be neutralised as soon as possible.

2 INSPECTION FREQUENCIES

2.1 An annual survey is to be carried out and the results thereof recorded stating any defects found and the remedial action taken.

Section: 1.5 Aisles & Storage Demarcated, Good Stacking & Storage Practice

1 STANDARD

1.1 Where possible all work areas, electrical distribution boxes, machinery, storage areas, lay-down areas and walkways will be demarcated in yellow painted lines.

1.2 Refuse container positions must be demarcated.

1.3 Demarcation must be adhered to at all times.

1.4 Demarcation lines must not be allowed to deteriorate or become indistinct.

1.5 Bins, racks and pallets used for storage must be maintained in good condition to provide a stable and level footing capable of carrying the stored mass.

1.6 The maximum block stacking height for pallet stored goods is 3 levels.

1.7 Empty pallets may be stacked to maximum height of 2.5 metre. If stacked in an open area, a 5 metre space must be left between the pallets and any buildings.

1.8 When stacks are built inside buildings, a minimum gap of 1 metre clearance must be maintained between walls and service equipment in order to facilitate fire control.

1.9 Stored cylindrical or circular objects must be adequately strapped or chocked with proper wedges.

1.10 No storage is permitted on window sills, lockers or cupboards.

1.11 Food, cleaning materials and other goods, are not to be stored in the same cupboard or locker.

1.12 Where chemicals are stored, care should be taken not to store incompatible chemicals together, this is to avoid any chemical reactions occurring.

1.13 Flammable liquids, gasses and chemicals should be stored in a place suitable to protect the workers and minimise any hazards attached to them.

1.14 All building or breaking down of stacks is only to be carried out under the supervision of a person who is competent to do this type of work.

1.15 No stack should be built higher than 3 times the smallest base measurement.

1.16 No storage is permitted within 600 mm. from the roof, ceilings, lights or any fire detection or protection equipment.

1.17 Good housekeeping practices are to be maintained at all times.

2 INSPECTION FREQUENCIES

2.1 Informal inspections are to be carried out on a daily basis. Formal inspections are to be carried out on a monthly basis with all remedial actions recorded on form Annexure 1 and 2

Section: 1.6
Scrap and Refuse Container Removal System

1 STANDARD

1.1 Large Black Bins

1.1.1 In order to reduce the risk of fire no black bin should be situated closer than 5 metres from any building.

1.1.2 In areas where black bins are placed, their position must be clearly marked with the relevant notice/sign fixed to a pole, 2 metres above ground level.

1.2 Drums for flammable material.

1.2.1 The container must be constructed out of steel with a lid that fits and seals properly.

1.2.2 The flammable waste container must be identified with the words "Flammable Waste" marked onto the containers in 50 mm red letters.

1.2.3 There must be at least one flammable waste container supplied for each workshop or site.

1.2.4 For floor demarcation see colour code.

1.2.5 A Pictogram to show the position of the drum must be displayed in a strategic place between 1.5 and 2 metres above floor level with a pictogram displayed for each drum.

1.3 Drums for paper, steel and general waste.

1.3.1 These containers may be of metal, plastic or rubber construction.

1.3.2 The drums must be black and the contents identified by means of 50 mm. black letters on a yellow background.

1.3.3 A pictogram to show the position of the drum must be displayed between 1.5 and 2 metres above floor level with a pictogram displayed per drum.

1.4 Office waste containers

1.4.1 These containers may be of plastic, metal or wood construction.

1.4.2 The demarcation of these containers is optional.

1.4.3 These containers must be emptied as necessary and not be allowed to overflow.

1.5 Scrap should not be mixed, i.e. flammable, scrap metals and paper,

1.6 All factory and yard areas must be kept neat, tidy and free from weeds and superfluous materials at all times

2 INSPECTION FREQUENCIES

2.1 These bins and factory and yard must be inspected informally on a daily basis to assess the need for emptying with a formal inspection carried out on a monthly basis, the results of which must be recorded on the Annexure 1 and 2 stating any deviations found and what corrective actions were carried out.

Section: 1.7 Colour Coding, Plant and Pipelines

1 STANDARD

1.1 Colour Code Charts must be strategically placed.

1.2 All personnel must be conversant with the sections of the colour code used within their working environment.

COLOUR CODING	COLOUR	SABS COLOUR NO
1. Walkways	Green	E14
2. Demarcation lines	Yellow	B49
3. Electrical Distribution boards	Orange	B26
4. Inside surfaces of guards and casings of equipment and machinery	Orange	B26
5. Surfaces of protruding shafts, faces of exposed gear wheels and any exposed rotating part of machinery.	Orange	B26
6. Unguarded moving parts e.g. Exposed starting pulleys on lawnmowers.	Yellow/Black Chevron	B49
7. First aid boxes	Green with white cross	H10
8. Fuel Cans	Red	A11
9. Potable Water (drinking)	Brilliant green + Blue band	H10+F29
10. Non-potable water	Dark Green with yellow stripe	B49+H10
11. Fire Fighting installation stores	Red	A11
12. Airlines and air receivers/compressors	Artic Blue	R28
13. Acetylene	Maroon	A01
14. Chlorine	Canary Yellow	C61
15. Oxygen	White	
16. Lubricating oil	Verdigris Green	E22
17. Transformer oil	Crimson	A03
18. Handrails	Yellow	B49

1.3 Uniform usage of the colour code throughout the municipality must be strictly adhered to.

1.4 Where applicable all equipment, buildings and pipelines must be painted in accordance with the Msunduzi Municipality colour code .Those areas which do not comply initially should be brought within the standard as they are repainted.

2 INSPECTION FREQUENCIES

2.1 Daily informal inspections should be carried out to measure the compliance with the colour code. This inspection is to be formalised on a monthly basis, the results of which must be recorded on form Annexure 2 showing deviations and remedial actions carried out.

2 MECHANICAL, ELECTRICAL AND PERSONAL SAFE GUARDING

Section: 2.1 Machine Guarding

1 STANDARD

1.1 During the development or purchasing stage adequate requirements must be set for guarding machinery.

1.2 All accessible nip points, moving parts, pulleys, v belts, drive shafts and conveyor pulleys should be adequately guarded so as to protect employees from contact with any moving parts.

1.3 All machine guards should be able to take heat and be protected against corrosion and rust.

1.4 All guards are to be of sound design and adequate strength.

1.5 No machinery may be used unless it has been properly secured, adequately guarded and made safe from accidental contact with any moving parts

1.6 Before a machine guard is removed, the equipment should be locked out mechanically as well as electrically in order to avoid contact with moving parts, should the machine be accidentally set in motion.

1.7 If a guard has been removed for maintenance purposes the machine may not be re-commissioned unless the guards have been securely refitted.

1.8 Defective or missing guards must be reported immediately to the supervisor who shall have it rectified before the machine may be put back to use.

1.9 Any protruding rotating shaft ends should be covered where possible, where this is not possible, they should be marked with a black and yellow stripe so that it may be clearly visible.

2 INSPECTION FREQUENCIES

2.1 All machine guards should be inspected on a daily basis for integrity at the start of the shift. This inspection should be formalised on a monthly basis and the results thereof recorded on Annexure 2 showing defects and remedial actions taken.

Section: 2.2 Lockout Systems and Usage

1 STANDARD

1.1 All process and non-process equipment must be protected by means of an effective lockout system for electrical, hydraulic, pneumatic and mechanical systems before any maintenance work is commenced on that equipment.

1.2 Before any work is commenced with on any equipment, that equipment must first be brought to a zero mechanical state and positively locked out, a bump test should then be done to ensure the equipment is at zero potential and safe to work on. (Note: masking tape, insulation tape and other passive means of lockout are not an acceptable means of lock out).

1.3 Relative main valves must be closed and physically locked in that position by means of a lock and chain before any work is carried out on a pipeline.

1.4 Where work is done on any electrical systems, the system shall first be isolated, then positively locked out and tested before any work is commenced. The main switch is to be accessible at all times.

1.5 Only a competent person may carry out maintenance or repair work on electrical, hydraulic, pneumatic or mechanical equipment

1.6 Any person working on any equipment must be totally conversant with the lockout procedure for that equipment.

1.7 Any work carried out on any system where a lockout system is used, is to be recorded on form Annexure 4 and this form should be kept in the Distribution Board or Supervisor's office.

1.8 Each discipline shall write and adhere to a lockout procedure within their speciality, e.g. electrician or plumber. This should be distributed to both the clients and the artisans using the procedure and is to be adhered to when any work is carried out on equipment.

2 INSPECTION REPORTS

2.1 Managers and Supervisors who have employees working on machinery requiring the use of lockout procedures are to measure compliance with the requirements of these standards on an on-going basis. Should any deviations be discovered, corrective actions should be taken immediately.

2.2 Managers or supervisors of areas where work is being carried out should check to see that the lockout system is being implemented properly and immediately bring any deviations from this system to the attention of the workers supervisor concerned.

Section: 2.3 Labelling of Switches, Isolators & Valves

1 STANDARD

1.1 Each Distribution Box must be clearly marked with its own number as well as the number of the distribution box from which it is fed.

1.2 All electrical switches are to be clearly marked to indicate which equipment is connected to which switch.

1.3 All electrical switchgear in distribution boards should be labelled in a uniform way.

1.4 The marking of all switches, isolators or valves must be of a permanent nature. Clear and legible in letters larger than 5mm.

1.5 The use of permanent marking pens or felt tip pens is not an acceptable way of marking switches, isolators or valves.

1.6 Engraved marking plates, properly secured are the best means of marking equipment.

1.7 All main valves are to be identified as such and marked in such a way that the "OPEN" and "SHUT" directions are clearly indicated.

1.8 The directions of flow is to be indicated on pipes by the use of an arrow stencilled before and after each valve, on either side of a flange and where the pipes enter or exit a building.

1.9 All new equipment must be marked before it is brought into commission

2 INSPECTION FREQUENCIES

2.1 All equipment is to be inspected informally on a daily basis and any deviations are to be reported to the Supervisor who will ensure that it is rectified immediately.

Section: 2.4 Ladders (Registers) Stairs, Walkways, Scaffolding

1 STANDARD

1.1 All fixed ladders, portable ladders, mobile stairs and platforms must be registered with an identity number. This number must be marked on the item of equipment and entered into the relevant register, with no more than one item on a page.

1.2 Any stairway which has four (4) or more steps requires a hand rail.

1.3 Fixed cat ladders giving access to cranes or other hazardous areas which are not in use, should be locked just below the back support ring, to prevent unauthorised access.

1.4 Scaffolds are only to be erected, dismantled or modified by a person competent to do so. They must be examined by a competent person after erections, after any adverse weather conditions, on a weekly basis and just prior to dismantling or after any modification.

1.5 Any ladders, scaffolds or platforms which are not safe for use must be marked with a tag fixed in a prominent place stating *"DANGER DO NOT USE"*.

2 INSPECTION FREQUENCIES

All ladders, stairs, platforms and scaffolds will be inspected informally before use and then formally on the frequency stated below and the results of the inspection recorded on the relevant form stating defects and remedial actions carried out.

2.1 Fixed ladders to be inspected on an annual basis. (Annex 5)

2.2 Extension ladders to be inspected on 3-monthly basis. (Annex 5)

2.3 Folding step ladders are to be inspected on a 3 monthly basis. (Annexure 5)

2.4 Put log scaffolds, panel scaffolds, tube and fitting scaffolds and mobile scaffolds are to be inspected by a competent person, after erection, and after any modification, after any adverse weather conditions, before dismantling and on a weekly basis during use. (Annexure 6)

Section: 2.5 Lifting Equipment and Records

1 STANDARD

1.1 All lifting equipment must be identified and recorded on a Register.

1.2 All crawl beams and davits must be marked with a Maximum Safe Working Load (MSWL) in kilograms on both sides. They are to be marked clearly so as to be conspicuous at all times.

1.3 All crane hooks are to be pop marked with 3 pop marks in the form of an equal lateral triangle to facilitate measurement in order to establish if the hook has opened.

1.4 Where practicable, all hooks are to be fitted with a safety latch which must be maintained in good working order at all times.

1.5 Safe access to overhead cranes and crane beams is to be provided for.

1.6 Access to overhead cranes is to be provided for with the facility where this access may be locked in order to prevent unauthorised access.

1.7 In order to prevent misunderstanding, all cranes hand controls are to be marked with compass directions together with these directions marked in a conspicuous place for the operator to see.

1.8 No crane hook is to be painted.

1.9 Only correctly rated lifting equipment is to be used for lifting.

1.10 No sub-standard equipment shall be used to carry out any lift.

2 INSPECTIONS

All lifting equipment is to be informally inspected before it is used. These inspections are to be formalised on a frequency stated below and the results of these inspections entered into a register.

2.1 Truck mounted cranes are to be inspected quarterly and the results thereof recorded on register. (Annexure 7)

2.2 Overhead cranes to be inspected on a quarterly basis by a person who is qualified to do so. (Annexure 11 and 12)

2.3 Steel wire slings are to be inspected on a quarterly basis by a competent person. They should also be inspected before use. (Annexure 9)

2.4 Chain Blocks, Chains, Chain Slings, Come alongs and ancillary equipment are to be inspected before use and formally on a quarterly basis. (Annexure 8)

2.5 Fibre rope and web slings are to be inspected on a quarterly basis. (Annexure 10)

2.6 All shackles and Slings are to be marked with a safe working load and a test certificate must be kept of all lifting tackle.

2.7 All cranes are to be load tested on an annual basis.

Section: 2.6 Pressure Vessels and Compressed Gas Cylinders

1 STANDARD

1.1 All pressure vessels and boilers must be installed and inspected as laid down in Occupational Health and Safety Act 85/93 (Pressure Equipment Regulations).

1.2 The Maximum Safe Working Pressure (MSWP) must be marked in a positive way on the gauge graduation plate in the form of a "Red Line" mark on all pressure gauges of compressors, boilers or pressure vessels.

1.3 The user of the pressure vessel is to ensure that every pressure vessel is fitted with at least one Pressure Safety Valve (PSV), that is:-

1.3.1 Locked, sealed, or otherwise rendered inaccessible to stop unauthorised personnel from tampering with it.

1.3.2 Set up in such a manner as to relieve a build up of pressure to atmosphere before or when the MSWP is reached.

1.3.3 Large enough to prevent a built up of pressure more than 10% of the MSWP of the boiler or pressure vessel.

1.4 Portable Gas Cylinders

1.4.1 Stored oxygen cylinders must be stored away from any flammable gas cylinders, with a minimum distance of 6 meters separating them from oil, grease, or flammable material or separated by means of a fire wall at least 1, 5 meters high and have a fire resistance of at least 30 minutes (including full or empty flammable gas cylinders).

1.4.2 Symbolic signs are to be posted at all bottle storage areas depicting "NO NAKED LIGHTS" and "NO SMOKING" as well as "KEEP CYLINDERS CHAINED".

1.4.3 Every full gas cylinder must be stored and used in the vertical position, positively fixed by means of a chain or a rope, to the bottle trolley, wall or structure. Full acetylene cylinders may not be transported or used more than 15^0 from the vertical position. If the cylinder is layed on its side for more than an hour, it must be stored in a vertical position in order to facilitate the acetone in the bottle for a period of 24 hours before the bottle is used.

1.4.4 No damaged regulators, gauges or ancillary equipment are to be used with Oxy-Acetylene equipment.

1.4.5 No copper, steel or stainless steel is to be used to join oxygen or acetylene hoses.

1.4.6 No hydrogen, oil or grease is to be used with or near oxygen cylinders.

1.4.7 For flame cutting work to be done inside a vessel, confined environment or below ground level, it is recommended that an injector type torch be used which is protected by means of a Vacurec or equivalent type valve.

1.4.8 Oxy-Acetylene equipment used with a nozzle mixing torch is to be protected by:-

1.4.8.1. A flash back arrester fitted to the torch on both the oxygen and acetylene connections.

1.4.8.2 A flash back arrester with a thermal cut off valve is to be fitted to both the oxygen and acetylene regulators.

1.4.8.3 In the event of a Vacurec type valve being used with an injector torch it is not necessary to fit flash back arresters to the torch.

1.5 All fuel gas supplies including LPG gas etc. are to have a protection to prevent an accidental flash back. This is to be in the form of a mechanism that will shut off the fuel gas feed in the event of the feed hose being damaged.

1.6 Only a soap and water mixture is to be used for the test of leaks.

1.7 Pneumatic Equipment.

1.7.1 All pneumatic equipment is to be numbered and that number entered into a register.

1.7.2 No pneumatic or electric grinders are to be used for cutting purposes unless the stone used is a depressed centre cutting disc designed for cutting purposes. In the case of a flat cutting wheel being used, that the cutting wheel is supported by flanges of at least one third (1/3) the diameter of the cutting disc.

2 INSPECTION FREQUENCIES

2.1 All pressure vessels and boilers are to be inspected on the frequencies as laid down in the Occupational Health and Safety Act 85/93.

2.2 All oxy-acetylene cutting or welding equipment and LPG heating equipment is to be inspected before each time it is used to ensure that it is in a safe condition for use by the operator.

This inspection is to be formalised on a monthly basis by the appointed person and the results entered into a register. (Annexure 13)

2.3 All pneumatic equipment is to be inspected before it is used by the person operating it. This inspection is to be formalised on a monthly basis by the appointed person for the area to which the equipment belongs and the results entered into a register. (Annexure 14)

2.4 All fixed chlorine installations must be inspected on a monthly basis. (Annexure 15)

2.5 All air compressor equipment must be inspected on a quarterly basis. (Annexure 16)

Section: 2.7 Hazardous Substances Control

1 STANDARD

1.1 Each business unit must conduct risk assessments by identify the hazards relative to the chemical and make recommendations regarding the measures necessary to control the hazards. Ascertain that the storage area where chemicals are stored is adequate. Identify the relevant personal protective clothing and equipment and ensure that employees concerned have been made conversant with the hazards attached to the use thereof.

1.2 If the risk assessment indicates that exposure is taking place biological and environmental monitoring must be implemented.

1.3 Biological monitoring of exposed workers and monitoring of the working environment is to be carried out by Occupational Health who will be responsible to keep records of their findings as prescribed in the Occupational Health and Safety Act 85/93.

1.4 Environmental monitoring must be conducted by an approved inspection authority.

1.5 Where the risk assessment indicates that measures should be taken to reduce the exposure adequate control measures must be implemented. Appropriate personal protective clothing and equipment must be provided.

1.6 Any personnel involved in the use of hazardous chemical substances must be properly trained. Any personnel involved in the use of high risk substances must be properly trained in the safe use of the said substance.

1.7 Each Business unit, Division, Department and Branch of the municipality must keep an alphabetical list of all chemicals that are used, stored or processed within that Business Unit. This list must be forwarded to the Occupational Health and Safety Business Unit.

1.8 Material Safety Data Sheets should be kept in the Business Unit where in the instance of emergency it is immediately available to those employees working with the hazardous chemical.

1.9 Hazardous chemicals, may only be bought, after all of the hazards relative to that chemical have been identified.

It has been ascertained that the storage area where the chemical is to be stored is adequate, relevant personal protective equipment has been identified, purchased and supplied to the personnel who are to use it. The personnel concerned have been made conversant with the hazards attached to the use thereof.

1.10 The following Business Units Occupational Health, Fire and Stores are to keep a complete copy of all Material Safety Data Sheets of the chemicals used within the municipality.

1.11 Following accidental exposures to hazardous chemicals substances, employees must be referred to the Occupational Health Clinic for follow up and management. All accidental exposures should be treated and reported as incidents.

1.12 Eye fountains and emergency showers must be supplied in all areas where the need exists. These fountains and showers are to be tested on a regular basis and all personnel in the areas where these are installed are to be instructed when and how to use them.

1.13 In areas where chemicals are stored or used there must be an employee who is trained in first aid procedures and in possession of a valid fist aid certificate. All applicable emergencies must be readily available

1.14 Notifiable substances should be dealt with as described in the Occupational Health and Safety Act 85/93 (General Safety Regulations 8 and Schedule A).

1.15 The use and disposal of asbestos and products containing asbestos must be carried out as described in the Asbestos Regulations of the Occupational Health and Safety Act 85/93.

1.16 The disposal of lead and lead alloys must be carried out as described in the Lead Regulations of the Occupational Health and Safety Act 85/93.

1.17 The transporting of hazardous chemicals must comply with instructions on containers of hazardous chemicals or as per material Safety Data Sheets.

1.18 Because of the potential for contamination by the original chemical into the shell of the container, disposal of all chemical containers should be strictly controlled. Empty containers may not be used for any propose other than that for which it was originally used.

1.19 Microwave ovens must be visually inspected and tested on a six monthly basis for any leaks.

1.20 The use of compressed air for the purposes of cleaning hazardous chemicals substances from any surface is prohibited.

2 INSPECTION FREQUENCIES

2.1 All eye fountains and emergency showers must be inspected on a monthly basis to ensure that they are operational.

2.2 Microwave ovens must be inspected formally on a six monthly basis.

Section: 2.8 Motorised Equipment

1 STANDARD

1.1 Municipal employees will only be allowed to drive a vehicle once satisfied by the relevant Manager of the following:-

1.1.1 The employee is medically fit to drive the vehicle and suffers no visual, hearing or mental defect.

1.1.2 The employee is in possession of the relevant driver's license compatible with the class vehicle he/she intends to operate.

1.1.3 The employee has been familiarised with the type of vehicle to operate and is competent to do so.

1.2 All municipal vehicles are to undergo weekly inspections as per relevant checklists.

1.3 Specialised vehicles are to undergo a daily inspection as per specialised checklist to be drawn up by the line manager/supervisor of the area concerned in conjunction with the manufacturer's specifications.

1.4 All employees driving municipal vehicles are to produce their licences on an annual basis to their supervisor so as to re-ascertain the licences validity.

Should any person driving/operating motor vehicles belonging to the municipality have his/her licence endorsed or withdrawn he/she is to notify their supervisor immediately of the change of circumstances.

1.5 Should any person driving/operating a municipal vehicle become aware of a fault which renders the vehicle unsafe or un-roadworthy, he/she is to notify his/her supervisor immediately. The supervisor will arrange to have the vehicle repaired.

1.6 Any vehicle which is not in a safe or roadworthy condition may not be used until it has been repaired and made in a safe and roadworthy condition.

1.7 All drivers of vehicles must undergo annual medical at the Occupational Health Clinic.

2 INSPECTION FREQUENCIES

2.1 All industrial or specialised vehicles will be inspected on a daily basis using a specialised inspection checklist drawn up by the supervisor in charge of the vehicle, taking into account the manufacturer's recommendations.

2.2 All motor vehicles/trailers are to be inspected by their drivers/operators on a daily basis to ensure that the vehicle is roadworthy. This inspection shall be formalised on a weekly basis and the results recorded on the relevant form as per the Fleet Management Policy/ Procedures.

Section: 2.9 Portable Electrical Equipment

1 STANDARD

1.1 All portable electrical equipment must be numbered and recorded in a register before it can be used.

1.2 Power supply cords belonging to equipment must also be numbered and recorded as above unless it is permanently attached to the items of equipment or the connecting plug is unique to it.

1.3 Connecting cables for a computer will not be identified as portable electrical equipment.

1.4 Each item of portable equipment must be inspected by a person competent on a monthly basis.

1.5 Plug tops must be wired correctly.

1.6 Double insulated electrical equipment need not be earthed.

1.7 The use of double adaptors should be avoided.

1.8 Plugs should not be overloaded.

1.9 Only portable electrical equipment that is in a safe condition may be used.

1.10 Extension reels must be fully extended before they are used.

2 INSPECTION FREQUENCIES

2.1 All portable electrical equipment should be inspected informally before it is used to ascertain whether it is safe to use. This inspection must be formalised on a monthly basis and the results recorded in Annexure 1 and 2.

2.2 Annual maintenance inspections must be carried out by the relevant electrical department servicing the particular service unit and any defects and remedial actions recorded.

2.3 All welding machines are to be informally inspected on a daily basis before use. This inspection is to be formalised on a monthly basis and the results recorded on form Annexure 17 showing defects and remedial actions taken.

Section: 2.10 Earth Leakage Relays

1 STANDARD

1.1 All electrical circuit breakers which feed 16 amp outlet sockets must be protected by an S.A.B.S. approved earth leakage unit with a sensitivity of not less than 15 mA and not more than 30 mA.

1.2 Each earth leakage unit must be inspected and tested on a monthly basis by a person who is competent to do so. The trip sensitivity reading must be recorded in mA and entered into a register developed for that purpose. Should the trip sensitivity exceed 30 mA, remedial actions must be carried out before the ring circuit can be brought back into use.

1.3 Portable earth leakage units must be inspected before use.

1.4 A test must be carried out on at least one socket on the grid protected by the earth leakage unit (a push button test is not sufficient).

2 INSPECTION FREQUENCIES

2.1 All earth leakage units will be formally inspected and tested on at least every 3 months, the results of which must be recorded on a register (Annexure 18)

Section: 2.11 General Electrical Installations and Flameproof

1 STANDARD

1.1 All electrical installation work will be done in compliance with SABS 0142 (The wiring of premises) and shall on completion be inspected by a person competent to do so.

1.2 All damaged switches, outlet sockets; moveable and fixed electrical installations shall be reported to the relevant electrical branch servicing that area who will arrange for the defective item to be isolated and for the necessary repairs to be carried out before the item is re-commissioned .

1.3 No open spaces are permitted in distribution boards or switch gear boxes. These must be blanked off.

1.4 The integrity of earths of all buildings, structures and equipment must be re-established after any changes or on an annual basis.

1.5 Earth leakage units and all 220 volt outlet sockets must be numbered, registered and tested on a six monthly basis for earth continuity and polarity.

1.6 All flameproof installations are to be inspected on an annual basis and the results of this inspection are to be recorded in a logbook kept for this purpose.

1.7 All electrical distribution boards are to be numbered with their own number and also have the number of the distribution from which it is fed, displayed on the board.

1.8 All work carried out on electrical installations and flame proof apparatus is only to be carried out by a person who is competent to do so.

1.9 Only electrical equipment which is rated for the job may be used in an environment which is susceptible to flammable vapours.

2 INSPECTION FREQUENCIES

2.1 Earth continuity tests are to carried out initially on any work done and then after any changes to that work with the results been recorded in a register kept by the respective Department where the test was carried out.

2.2 Polarity tests are to be carried out on a six monthly basis by a person competent to do so.

2.3 Flame proof equipment is to be examined and tested on an annual basis. The results of this examination and test are to be recorded on form Annexure 19 showing defects and remedial actions carried out.

Section: 2.12 Hand Tools

1 STANDARD

1.1 Only hand tools which comply with the general safety rules of the municipality may be used within the council. Examples of defects in tools which would render them unsuitable are:-

Files without handles, mushroomed chisels, hammers with cracked or damaged handles etc.

1.2 A list of the contents of each store or toolbox must be kept and the tools in each toolbox or store are to be inspected on a six monthly basis to establish the integrity of the tools in use.

1.3 Any person using powered tools is to be trained and declared in writing that he is competent to do so.

1.4 Specialised tools are permitted provided the tool is registered and approved safe for use by the supervisor concerned.

2 INSPECTION FREQUENCIES

2.1 All hand tools are to be inspected on a six monthly basis. The results of this inspection are to be recorded on form Annexure 20 stating defects and remedial actions carried out.

Section: 2.13 Ergonomics

1 STANDARD

1.1 An initial study is to be carried out in all work areas to identify any problem areas.

1.2 Offices:-

1.2.1 Offices should be laid out in such a way as to enhance the worker's productivity and lessen fatigue to the occupants.

1.2.2 Only adjustable chairs should be used by office workers.

1.2.3 Tables or desks should allow for the maximum movement of the seated person.

1.2.4 Office walls or screens should be of such colour so as to absorb glare.

1.2.5 Computer work stations should be laid out in such a way as to enhance productivity.

1.2.6 Where possible the height of work benches should be adjustable so as to accommodate all workers.

1.3 Tools:-

1.3.1 Power tools should either be rigidly installed in a permanent structure or be operated manually in a comfortable posture.

1.3.2 Manual tools should only be used if they fit the worker's abilities.

1.4 Controls:-

1.4.1 Display equipment should convey the required information as clearly and simply as possible.

1.4.2 All types of controls should be operated in a comfortable manner without risk of faulty adjustments.

1.5 Physical Work:-

1.5.1 No worker should perform Physical work exceeding his physical ability.

1.5.2 No worker should manually lift an object with a mass in excess of 20% of his own body mass.

1.6 Disabled workers:-

1.6.1 As far as practical, facilities access areas should be supplied for disabled workers.

2 INSPECTION FREQUENCIES

2.1 Any deviations and remedial actions should be noted on forms Annexure 1 and 2.

2.2 Before any structural or equipment changes are made a study should be undertaken so as to ensure that the changes made are in the best interest of productivity. After any changes have been made and implemented the study should be re-done to ascertain if the changes were in fact in the best interest of productivity.

Section: 2.14 Head Protectors

1 STANDARD

1.1 All work areas must be assessed to see whether or not the potential exists for persons being struck on or against the head by falling, moving or protruding objects. These areas should be identified and demarcated as hard hat areas.

Also included, should be areas where there is maintenance or construction work taking place where it is necessary to identify these areas as hard hat areas for the duration of the maintenance or construction work.

1.2 All areas identified as hard hat areas must display pictograms at all entrances to the site showing it to be a hard hat area.

1.3 Head protectors must be worn at all times within the identified areas.

1.4 All employees working in areas designated as hard hat areas are to be issued with a hard hat.

1.5 Each person, who is in a supervisory capacity within the council, shall ensure that all persons entering the site under his control which has been declared a hard hat area, is wearing a hard hat which is in good condition.

1.6 Hard hats may not be painted or decorated with stickers as this makes the resins used in the manufacture of the hat to become brittle and can render the hard hat ineffective.

1.7 All hard hats worn on council property or work sites or to be SABS approved.

1.8 All hard hats are to be inspected by the supervisor on a six monthly basis to ascertain the integrity of the hat.

1.9 Any hard hats which have either been damaged, or have damaged components, are to be reported to the supervisor who will arrange for it to be exchanged on a one for one basis.

1.10 All motor cycle riders and passengers are to wear SABS approved helmets.

1.11 Personnel with long hair working in the vicinity of rotating equipment are to wear a hair net.

2 INSPECTION FREQUENCIES

2.1 All hard hats are to be inspected informally on a daily basis before use by the user. Should they become defective, this matter is to be reported to the relevant supervisor immediately.

2.2 All hard hats are to be formally inspected by the relevant supervisor on a six monthly basis.

Section: 2.15 Eye and Face Protection

1 STANDARD

1.1 An assessment is to be made of all working areas by the relevant supervisor and all areas where it is necessary to wear eye or face protection are to be identified.

1.2 Only personal protective equipment of a type which has been approved by the municipality may be worn or used on municipal premises or work sites

1.3 All eye and face protection used within the municipality must comply with either the relevant S.A.B.S. standards or an acceptable international standard.

1.4 Personal issued with safety goggles, safety glasses or face shields should be given training or instruction in the use, maintenance and care of these items.

1.5 Eye and face protection is to be worn not only by those persons performing the task but also by any persons assisting or watching.

1.6 Persons performing welding or cutting operations, where possible, should use suitable screens to protect those not engaged in the welding operation.

1.7 In high risk areas where personnel wear prescription glasses, attention should be given to having the lenses hardened.

1.8 Supervisors are responsible to carry out regular spot checks to ensure that employees are using and caring for their personal protective equipment.

2 INSPECTION FREQUENCIES

2.1 All eye and face protection issued will be inspected on a daily basis by the user for defects. In the event of any defects being found the user shall notify his supervisor immediately who will arrange for the defective equipment to be exchanged on a one for one basis.

Section: 2.16 Footwear

1 STANDARD

1.1 An assessment is to be made of all working areas by the relevant line manager/supervisor in order for him to identify the areas within his area of responsibility where it is necessary for foot protection to be worn.

1.2 Only foot protection approved by the municipality may be worn in any area where it is necessary to wear foot protection

1.3 All foot protection used within the municipality must comply with either the relevant S.A.B.S. standards or an acceptable international standard.

1.4 Personnel issued with protective equipment should be given training or instruction in the use, maintenance and care of these items.

1.5 Supervisors are responsible to carry regular spot checks to ensure that employees are using and caring for the protective equipment provided.

2 INSPECTION FREQUENCIES

2.1 All protective footwear issued should be inspected on a daily basis by the user for defects. In the event of any defects being found, the user will arrange with his supervisor for the defective items to be exchanged on a one for one basis.

2.2 The line manager/ supervisor is to inspect the protective equipment on a regular basis.

Section: 2.17 Protective Clothing / Skin Protection

1 STANDARD

1.1 An assessment is to be made of all work areas by the relevant line manager/supervisor and all areas where it is necessary for protective clothing to be worn are to be identified.

1.2 Only personal protective equipment which has been approved by the municipality may be worn.

1.3 All protective clothing used within the municipality must comply with either the relevant S.A.B.S. standard or an acceptable international standard.

1.4 Personnel issued with protective clothing should be given training or instruction in the use, care, and maintenance of these items.

1.5 Personnel working in areas identified as areas requiring the use of protective equipment are to be issued with the necessary protective equipment free of charge.

1.6 Supervisors are responsible to carry out regular spot checks to ensure that employees are using and caring for their protective clothing.

1.7 Visitors to the various work areas identified as protective equipment areas are compelled to wear the appropriate protective clothing for that area.

1.8 All employees that are exposed to agents that have a potential of causing Occupational Dermatitis are to be issued with a suitable barrier cream.

1.9 Employees working in the sun are to be issued with appropriate protective hats and sun screen products.

2 INSPECTION FREQUENCIES

2.1 All protective clothing issued should be inspected on a daily basis by the user for any defects. In the event of any defects being found, the user shall arrange with his supervisor to have the item changed immediately on a one for one basis.

2.2 The line manager/supervisor is to inspect all protective clothing within their area of responsibility on a 6 monthly basis for any defects or missing equipment.

Section: 2.18 Respiratory Equipment

1 STANDARDS

1.1 An assessment is to be made of all areas where work is carried out in order to identify any areas where respiratory equipment is to be worn.

1.2 Only respiratory equipment of the types approved by the municipality may be used whilst carrying out work on municipal property or work sites.

1.3 All respiratory equipment used within the municipality must comply with either the relevant S.A.B.S. Standard or an acceptable international standard

1.4 Respiratory equipment used by municipal staff must be of a suitable type and is to be worn by all personnel exposed to the hazard

1.5 Supervisors are responsible to carry out regular spot checks to ensure that employees are using and caring for their personal protective equipment.

1.6 Any personnel issued with respiratory equipment are to be given training or instruction in the use, care and maintenance of these items.

1.7 Only persons who are competent to do so may repair breathing apparatus.

2 INSPECTION FREQUENCIES

2.1 All respiratory equipment issued will be inspected on a daily basis by the user for defects. In the event of any defect being found the user will arrange with his supervisor for the defective item to be repaired or replaced immediately.

2.2 The relevant line manager/supervisor is to inspect all respiratory equipment used in their area of responsibility on a monthly basis using Annexure 21 and 22.

2.2 Cylinder type breathing apparatus (self contained breathing apparatus) cylinders must be hydrostatically tested up to a pressure and on a frequency as laid out in "Pressure Equipment Regulation of the Occupational Health and Safety Act 85/93" by a competent person.

Section: 2.19 Hearing Conservation

1 STANDARDS

1.1 When the noise level exceeds 85dB (A), approved ear protectors shall be issued and worn by the personnel in that area.

1.2 If the permissible noise level is exceeded, an effort must be made to reduce the level by means of engineering revision.

1.3 Only if engineering revision proves to be ineffective in reducing the noise level below 85dB (A), approved ear protectors will be issued and worn as and when necessary.

1.4 Areas with a noise level of 85dB (A) and higher should be demarcated with a 100mm wide blue line (cornflower blue, SABS colour no. F29).

1.5 The appropriate safety signs must be affixed at all entrances and noise zone boundaries in conspicuous places.

1.6 Audiometric tests must be conducted at the Occupational Clinic initially as a base line, in order to establish the condition of the hearing of council employees, and thereafter on an annual basis to monitor the effectiveness of the hearing conservation programme.

1.7 The results of the audiometric tests and the testing equipment used must be entered into a register open to inspection by an inspector from the Department of Labour.

1.8 The audiogram must be scrutinised by a medical practitioner and/or an Audiometrist and any abnormalities, especially at 4000 Hz, should be referred to an Otorhinolaryngologist.

1.9 All audiometers should be calibrated annually by an approved authority such as the SABS.

1.10 Persons who enter noise zones occasionally should have an audiometric examination every 18 months.

1.11 All administrative personnel, including visitors, who enter noise zones where the use of personal protective equipment is applicable, and where such people can sustain hearing loss, must use protective equipment.

2 INSPECTION FREQUENCIES

2.1 All personal protective equipment is to be inspected before it is used by the user. In the event of any defects being discovered the user will immediately arrange with his supervisor for the defective item to be exchanged on a one for one basis.

2.2 The relevant line manager/supervisor is to inspect all protective equipment issued on a 3 monthly basis for any defects.

2.3 Audiometric tests:

2.3.1 All new employees - pre-employment examinations.

2.3.2 Employees exposed in noise zones - periodical examinations once a year.

2.3.3 All employees leaving the council's service (This is to eliminate any possible accident claims in the future).

Section: 2.20 Safety Harnesses

1 STANDARDS

1.1 All persons working in confined spaces or elevated positions or where there is a danger of falling are to wear a safety belt or harness.

1.2 Only safety harnesses of a type and make approved of by the municipality may be used.

1.3 All safety belts and harnesses used within the municipality must comply with either the relevant SABS standard or an acceptable international standard.

1.4 Personnel issued with or using safety belts or harnesses are to given training or instruction in the use, maintenance and care of that equipment.

1.5 All new safety harnesses must be inspected by a person competent to do so before first use.

1.6 Supervisors are responsible to carry out regular spot checks to ensure that employees

1.7 Safety belts or harnesses may only be used for the purpose for which it was designed and issued.

1.8 No safety belt or harness which is not in an acceptable condition may be used.

2 INSPECTION FREQUENCIES

2.1 All safety belts or harnesses in use are to be inspected on a daily basis or before use by the person using it. In the event of any defects being identified the user is to inform his line manager/supervisor immediately who will arrange for it to be replaced with a safety belt or harness of an acceptable standard and condition.

2.2 All new safety belts or harnesses are to be numbered and inspected by a person competent to do so before it is used for the first time and thereafter on a monthly schedule. Should any defects be identified the safety belt or harness is to be withdrawn from service until the defect has been rectified or the item replaced. The results of this inspection are to be recorded on form Annexure 23

2.3 All safety belts or harness which or not in use are to be stored as laid out in SABS 809 and must be inspected by a competent person before being used again.

Section: 2.21 Hand Protection

1 STANDARD

1.1 An assessment all tasks carried out must be made by the line manager/supervisor in order to identify areas where it is necessary to wear hand protection. Engineering revision should be implemented to reduce the danger were possible.

1.2 Only hand protection of a type and make approved of by the municipality may be used.

1.3 All hand protection used within the municipality must comply with either the relevant SABS standard or an acceptable international standard.

1.4 Personnel issued with or using hand protection are to be given training or instruction in the use, maintenance and care of that equipment.

1.5 Hand protection should be worn as and when necessary.

1.6 Where there is a danger of dermatitis, suitable barrier creams are to be supplied.

1.7 In areas where compulsory hand protection is required the appropriate pictogram is to be displayed in conspicuous places and at all entrances to all these areas.

1.8 Line Managers/Supervisors are to carry out regular spot checks to ensure that employees are using and caring for the hand protection provided (including barrier creams) as and when necessary. For an example of various forms and types of hand protection and their usage see table below:

TYPE	USE
Cotton and loop pile gloves	General shop use
Leather and leather reinforced gloves with metal stitching	Rough or abrasive material
Leather reinforced by metal stitching or metal mesh gloves	Edged tools
looped piled and aluminised gloves	Heat resistance
Fine rubber gloves	Acid contact
Neoprene Gauntlets	Finger dexterity for acid and caustic handling
Neoprene and cork dipped gloves	Hand slip from oil
Chrome leather welding gloves	Arc welding
Rubber gloves	Fumigation process
Leather gloves	Fire fighting
Neoprene sandwich palm pads	Protection against sharp edges
Brass studded palm pads	Handling heavy material
Open back leather palm pads	Annealing Operations

2 INSPECTION FREQUENCIES

2.1 All personal protective equipment issued is to be inspected before it is used and in the event of any defects being identified the user will arrange with his supervisor immediately for the defective item to be exchanged on a one for one basis.

Section: 2.22 Control Over Personal Protective Equipment

1 STANDARD

1.1 Each line manager/supervisor is to assess the work performed in his area of responsibility and decide what personal protective equipment is necessary to protect his workers against injury or disease. Engineering revision should be implemented to reduce the danger were possible in order to eliminate the need for the use of personal protective equipment.

1.2 Each line manager/supervisor is to initially issue each of his personnel the personal protective equipment in order to protect him from the hazards anticipated, this will free of charge.

1.3 Should the personal protective equipment become defective through normal wear and tear or expiry of validity the supervisor concerned is to replace this item free of charge.

1.4 Should any personal protective equipment be damaged wilfully or through negligence, the employee responsible will be held liable and should be disciplined according to the internal disciplinary code.

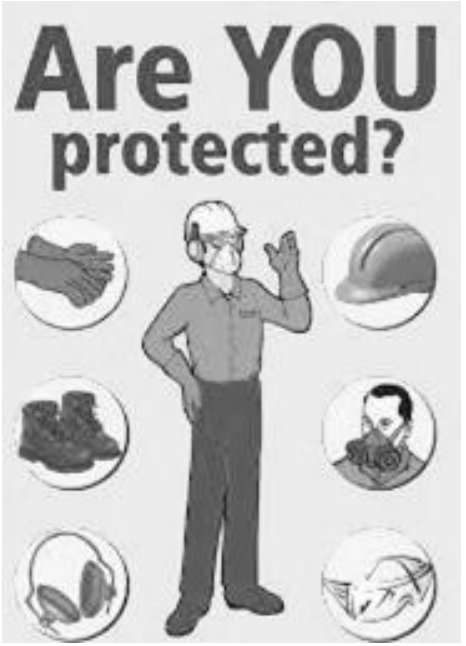
1.5 Each new task is to be reviewed by the relevant line manager/supervisor so as to ascertain whether or not the personal protective equipment provided is adequate. If it is found to be inadequate the line manager/supervisor is to ensure that all the employees requiring personal protective equipment are issued with the necessary equipment.

1.6 Only personal protective equipment of a type approved by the municipality may be issued and worn or used.

1.7 All personal protective equipment issued and used within the municipality is to comply with either the relevant SABS standard or an acceptable international standard (e.g. ISO DIN DS etc).

1.8 Line managers /Supervisors are responsible to carry out regular inspections and spot checks to ensure that employees are using and caring for the personal protective equipment issued to them.

1.9 Personnel issued with personal protective equipment should be given training or instruction in the use maintenance and care of these items supplied.



1.10 Any member of the municipality, visitor or contractor who enters into an area identified as an area where personal protective equipment is to worn, will be obliged to wear the necessary equipment at all times when they are in that area.

2 INSPECTION FREQUENCIES

2.1 All personal protective equipment issued is to be inspected on a pre-use basis by the user for any defects. In the event of defects being found the user must arrange with his supervisor for the defective item to be replaced immediately.

2.2 The line manager/supervisor is to inspect all protective equipment on a three monthly basis for any defects. In the event of any defects being found he/she is to take the necessary remedial action.

Section: 2.23 Notices and Signs

1 STANDARD

1.1 The standard size of all symbolic signs shall be in office blocks 150 x 150 and in workshops, yards and other areas 290 x 290.

1.2 All symbolic signs will comply with SABS 1186 (Symbolic Signs).

1.3 The colour standard for written signs will be as shown in the table below:-

1.3.1 INFORMATORY SIGN - WHITE LETTERING ON GREEN BACKGROUND.

1.3.2 MANDATORY SIGN - WHITE LETTERING ON A BLUE BACKGROUND.

1.3.3 DANGER SIGN - BLACK LETTERING ON A YELLOW BACKGROUND WITH A BLACK BORDER.

1.3.4 FIRE SIGN - RED LETTERING ON A WHITE BACKGROUND.

1.3.5 PROHIBITORY SIGN - BLACK LETTERS ON A WHITE BACKGROUND.

1.4 All sings and notices must be displayed in such a way so as to be conspicuous to all personnel.

1.5 All employees must be trained to interpret and be conversant with the meanings of notices signs and pictograms used.

1.6 All electrical distribution boards must have a pictogram on the outside of the door indicating electrical hazards.

1.7 All signs and notices must be kept clean and in a good condition and should be replaced if it becomes eligible.

1.9 An initial survey is to be carried out of each area and the type of pictograms necessary and the positioning of them is to be identified. This survey should be redone after any changes have been made to either the placement of machinery and equipment or after any structural modifications have been carried out.

2 INSPECTION FREQUENCIES

2.1 A formal inspection is to be carried out on a monthly basis in which any defects or irregularities relevant to notices and signs are to be noted and any defects found must be rectified immediately.

3 FIRE PREVENTION AND PROTECTION

Section: 3.1 Fire Extinguishing Equipment

1 STANDARDS

1.1 Fire risk surveys are to conducted by a competent reputable person\organization within all departments after any structural changes, changes in layout or risk, or on a bi-annual basis depending on which comes first. On completion of the survey a report will be sent to the relevant manager, who will ensure that the necessary remedial actions are carried out.

1.2 Where any changes in floor layout or fixed fire protection are contemplated, detailed plans are to be submitted to the Chief Fire Officer for approval.

1.3 The demarcation of fire fighting equipment should be as follows:-

1.3.1 Where fire extinguishers are mounted on a wall a signal red background to the fire extinguisher 1 metre high and 0.5 metres wide is to be painted on the wall.

1.3.2 A block should be painted at the base of emergency equipment; this block must be signal red with a yellow border line of 100mm wide. The block should measure 500mm x 500mm where no storage will take place. (This standard will not apply on tiled floors or carpets).

1.3.3 Each fire extinguisher is to have its own number stencilled on the top right hand corner of the red background in yellow paint.

1.4 Pictograms should be used to show the locations of fire fighting equipment, by placing them in strategic positions, so as to highlight the position of such equipment e.g. in areas where equipment is obscured by large objects. These are to be placed as high as possible.

1.5 Where fire extinguishers are exposed to the elements, they are to be protected.

1.6 Nothing is to be stored either at the base of fire fighting equipment or in such a way as to prevent free access to such equipment.

1.7 FIRE RESISTANT DOORS

1.7.1 Where possible buildings should be divided into fire zones and these zones should be provided with fire resistant doors, clearly marked. "FIRE DOORS - KEEP CLEAR".

1.7.2 Fire doors and their frames should be rated the same as the walls.

1.7.3 Fire doors should be fitted with self closing devices. Non-combustible hinges are recommended.

1.7.4 Where under normal circumstances fire doors must be open, automatic releasing devices should be used.

1.7.5 All fire resistant doors are to be manufactured to the standard laid out in SABS 1253.

1.8 FIRE WALLS AND FLOORS

1.8.1 Fire walls and floors must be designed and installed so as to form effective barriers to the spread of fire from the compartment of origin to other parts of the building.

1.9 FIRE DAMPERS

1.9.1 Fire dampers must be provided to seal compartments at the point that air conditioning ducts penetrate a division separating element and should close automatically after having been activated by a sensor sensitive to heat or other products of combustion.

1.9.2 Fire dampers must be manufactured to the standard laid out in SABS 193.

1.9.3 An access panel in the air duct should be provided at each damper for inspection purposes.

1.9.4 Fire dampers should be moved to a closed position and be manually or automatically operable from an area inside or immediately outside the fire area served.

1.9.5 Fire dampers are to be clearly marked in order to identify the location in relation to the fire zone and damper number.

1.9.6 Any holes left as a result of cables/pipes passing through a fire wall or floor, should be filled with a fire resistant material equal to the fire resistance of the wall or floor.

1.10 BUNDING

1.10.1 Bund walls must be built in order to prevent a chemical or flammable liquid spill to spread from a unit of equipment to adjacent units of equipment.

1.10.2 Bund should be able to contain 110% of the contents of the container for which it is protecting. This incorporates a 10% leeway.

1.10.3 The surface areas of bunded areas should be kept to a minimum and care must be taken to ensure that the walls are not too close to the oil filled equipment, as a rupture high in this equipment could result in the released oil spurting over the bund wall.

1.10.4 Openings in bund walls or oil catchments areas should be sealed with a fire resistant material of not less than a two hour rating.

1.11 FIRE EXTUINGUISHERS

1.11.1 Where unsure of the selection of suitable fire fighting equipment, a competent reputable organization approved by the Chief Fire Officer is to be involved in such selection.

1.11.2. In offices fire extinguishers should not exceed 4.5 Kg dry chemical powder.

1.11.3 Extinguishers should be installed adjacent to walkways, preferably near an exit.

1.11.4 At flammable liquid or substance stores, fire extinguishers should be installed just outside the door in such a position that they will not be hidden when the door is opened.

1.11.5 All fire extinguishers should be installed, so that the carrying handle is not higher than 1,250m from ground level and the base should not be less than 150mm from ground or floor level.

1.11.6 Fire extinguishers installed in the open, are to be protected from the elements.

1.11.7 Each fire extinguisher should be numbered and a record of it should be kept in a register, each one on its own page.

1.11.8 Each fire extinguisher should have a waterproof label, showing the record of service, written in with a pen with waterproof ink. This record is to be correctly filled in by the person carrying out the service.

1.11.9 Where a fire extinguisher is installed in a cabinet, nothing else is to be stored in that cabinet.

1.11.10 Only a competent reputable person or organization approved by the Chief Fire Officer should be permitted to service any fire fighting equipment.

1.11.11 All servicing and installations of fire extinguishers is to be carried out as laid out in SABS 0105 and 1475.
Servicing is to be carried out on an annual basis.

1.11.12 All portable extinguishers are to inspected on at a monthly basis

1.12 HOSE REELS

1.12.1 All hose reels used within the municipality are to comply with SABS 543 and 226 Part 1 and are to be installed in accordance with SABS 0105 Part 2.

1.12.2 Hose reels are to be mounted on walls or columns, with the centre of the reel not higher than 1.5m above floor or ground level.

1.13 FIRE HYDRANTS

1.13.1 All standard type hydrants shall comply with the requirements as laid out in SABS 128.

1.13.2 All gate valve hydrants installed shall comply with the manufacturer's recommendations.

1.14 GASEOUS EXTINGUISHING SYSTEMS

Because the gases used are asphyxiates, suitable safeguards should be provided in order to ensure the prompt evacuation of personnel e.g. warning signs, breathing apparatus and training in what to do in an emergency situation. Once these emergency procedures are in place they should be practiced and adhered to.

1.14.1 The advice of a competent person is to be obtained when considering installing, servicing or testing a gaseous installation.

1.14.2 Where lock-out keys or switches are provided at the entrance to compartments , lock-out procedures are to be adhered to whilst these compartments are occupied.

1.15 AUTOMATIC SPRINKLER SYSTEMS

1.15.1 Professional advice is to be obtained when installing, servicing or testing automatic sprinkler systems.

1.15.2 The water supply to sprinkler systems is not to be closed unless the Fire Department has been notified and until suitable additional or alternate protection has been supplied.

1.15.3 Sprinkler heads are not to be painted.

1.15.4 Sprinkler heads are not to be obstructed (a distance of at least one meter is to be maintained between stored goods and sprinkler heads) and where renovations are undertaken in buildings the positioning of sprinkler heads must be taken into account.

1.15.5 The maximum height for stacks in areas protected by a sprinkler system is to be indicated on the wall.

1.15.6 Sprinkler stop valves are to be locked in the open position.

1.15.7 Sprinkler installations are to receive a 50mm valve test once a month and test records are to be kept of these tests. The communications centre at the Fire Department is to be notified prior to any such tests being carried out and again once the tests are complete.

1.16 AUTOMATIC DETECTION SYSTEMS

1.16.1 Main electronic fire alarm panels are to be displayed at permanently manned positions.

1.16.2 Audible and visual alarms are to be provided in order to indicate an emergency situation requiring an immediate response.

1.16.3 Each fire detector should be marked to identify the fire zone and the detector number should be registered on a site layout drawing.

1.16.4 All fire detection systems design, installation, servicing and testing, should be carried out by a competent person approved by the Chief Fire Officer, taking cognisance of SABS 0105, 0139 and 1475 Parts 1 and 2.

1.16.5 All electronic fire detection systems are to have a backup power supply.

1.17 EVACUATION SYSTEMS, EMERGENCY LIGHTING, EMERGENCY POWER SUPPLIES, EMERGENCY SMOKE VENTILATION SYSTEMS AND EMERGENCY PRESSURIZATION SYSTEMS.

1.17.1 All such system designs, installation, servicing and testing should only be carried out by a competent person approved by the Chief Fire Officer, taking into account SABS 0139.

2 MAINTENANCE

2.1 The servicing of portable fire fighting equipment is only to be carried out by a person who is registered with the Fire Department and has been certified competent to work on such equipment.

2.2 Any work carried out on hose reels, hydrants or sprinkler systems is only to be carried out by a competent person.

2.3 The competency of any contractor carrying out work on any fire fighting equipment within the municipality is to first be verified before any work is carried by them.

2.4 All fire fighting equipment is to have a waterproof label attached on which the name of the person, date, number of certificate of competency and the condition of the equipment is to be recorded in waterproof ink.

2.5 Each item of fire fighting equipment is to be numbered and the number is to be recorded on a relevant inspection sheet which is to be filled in by the person carrying out the inspecti

2.6 The position of all fire fighting equipment is to be noted on a plan of the area a copy of this plan is to be displayed together with the relevant emergency plan on the notice board and all personnel are to be conversant with the positioning of the fire fighting equipment for the area in which they work.

2.7 If any item of fire fighting equipment is discovered to be defective, the condition of this equipment is to be brought to the attention of the relevant supervisor who will arrange to have it rectifi

3 INSPECTION FREQUENCIES

3.1 Fire risk surveys are to be carried out initially and thereafter, after any changes in layout or structural, after any changes in risk or on a two yearly basis by a competent person.

3.2 A maintenance inspection of all fire fighting equipment is to be carried out on an annual basis by a competent person in the case of:

- Portable fire equipment, certified by the Fire Department.

- Water installations, certified by the Water and Sanitation Unit.

The findings of these inspections must be recorded on Annexure 24.

3.3 Hydrostatic testing of pressurised systems and the establishment of flow rates for water reliant systems, is to be carried out on a frequency as laid out in the Occupational Health and Safety Act 85/93 Vessels Under Pressure Regulations.

Section: 3.2 Storage, Flammable & Explosive Material

1 STANDARD

1.1 Only sufficient stock for one day usage of any flammable substance should be in the work area at any one time. Where the stocks for one day exceed 45 litres they should be stored in a flammable liquid locker.

1.2 Where the stock of flammable liquids exceeds 200 litres this liquid should be stored in flammable substances store. Care should be taken to only store compatible substances together.

1.3 Small amounts of Class 0 and Class 1 flammable liquids should be kept in a suitable safety container of a kind approved by the Fire Department.

1.4 Bulk flammable substance containers should be earthed and when dispensing takes place the bulk container is to be properly bonded to the receiving container.

1.5 All electrical fittings and equipment used in areas where there is a potential for vapours given off from flammable substances are to be of the flame proof variety.

1.6 Where liquids are dispensed from drums, this is to be done over a drip tray capable of holding the anticipated spillage.

1.7 Contaminated waste such as oil soaked clothes should be placed in metal refuse bins with tight fitting lids and disposed of on a daily basis.

1.8 All flammable substance stores and areas where flammable substances are used are to be properly ventilated and have suitable fire fighting equipment supplied and placed in strategic positions so as to facilitate its availability in the case of a fire.

1.9 Where there is a danger of the presence of vapours in such quantities as may endanger the life of workers, the area is first to be ventilated and only when it is safe will the workers be allowed to enter.

Section: 3.3 Alarm Systems and Security

1 STANDARD

1.1 Each manual fire alarm on a system must be accessible, unobstructed and in a position of maximum visibility. Should the tone of the other siren bells or warning devices be similar to those of the specific alarm, one or the other must be changed.

1.2 Alarm points should be installed as identified for specific occupancies and risk areas.

1.3 automatic sprinkler systems: -

1.3.1 Should provide the dual function of both automatic alarm and extinguishing medium.

1.3.2 Each system must be fitted with an approved water motor alarm located as close as possible to alarm valve.

1.3.3 Electrical alarms for sprinkler systems should be fitted in an area that is manned on a full time basis.

1.3.4 Alarm systems should be designed in such a way, that when the alarm is sounded, there should be both a visual alarm placed in a permanently manned area indicating the location of a possible fire and an audible alarm, which gives warning that something is amiss. These alarms are also to be connected to the Fire Department control centre.

1.3.5 Alarms which notify the occupants of an area to evacuate should: -

1.3.5.1 Produce sounds distinctive from any other signals in the area.

1.3.5.2 They must be of such character and distribution so as to be heard above the normal noises present in the area.

1.3.5.3 Take precedence over all other signals.

1.3.6 Where there are high noise levels and audible alarms would be ineffective, visual alarm systems should be installed.

1.3.7 During induction training, all personnel are to be made familiar with the sounds of the various alarms used.

1.3.8 Each alarm system is to have an alternate power source, which comes into operation should the primary power supply fail.

1.3.9 In areas where there is no power supply, manual alarms should be used.

1.3.10 A professional Security Service will be provided to all service units within the municipality by the Risk Management Business Unit Traffic and Security Section or a reputable outside company, which will suit the requirements of each unit.

2 INSPECTIONS

2.1 All alarm systems should be tested on a weekly basis to ensure that they are functioning.

2.2 All alarms coupled to fire installations and connected to the Fire Department, are also to be tested on quarterly basis and the integrity of the alarm system is to be verified on the inspection report of the fire fighting system.

Section: 3.4 Emergency Planning Fire Fighting Drills

1 STANDARDS

1.1 The most senior person in each area will act as emergency controller and co-coordinator between all emergency action teams.

1.2 Emergency telephone numbers are to be made available at all telephones.

1.3 Emergency procedures related to the risks experienced are to be established for each business unit. The emergency procedures must be displayed in all buildings. In order to assess the practicality of these plans, the established procedures are to be tested on a regular basis.

1.4 The following aspects are to be addressed when establishing an emergency plan:

1.4.1 Pre-fire planning to be done by the,

1.4.2 Involvement of protection services personnel, first aid teams, fire fighting teams, essential services, outside organisations. E.g. SAPS, Civil Defence etc.

1.5 After the completion of a mock emergency, the senior management in conjunction with the emergency controller are to do a complete breakdown of the exercise highlighting weak points. Once the weaknesses in the plan have been identified methods to upgrade the plan should be implemented.

1.6 The equipment in each emergency control centre is to be inspected on a monthly basis and where necessary upgraded.

1.7 Fire marshals are to given basic training in the use of fire fighting equipment.

1.8 All newly appointed personnel are to be made conversant with the evacuation procedures and assembly points for the area in which they work.

1.9 Personnel are to be familiarised with the evacuation procedures in the areas where they work.

1.10 Managers are to nominate an employee with suitable knowledge and experience to draw up an emergency plan and evacuation procedure for his area of responsibility. This is to be reviewed as the risks change.

1.11 Where necessitated by the risks, fire teams are to be formed and be trained to cope in an emergency situation with the risks anticipated in the area identified.

1.12 Emergency numbers and areas where injured personnel can be collected must be identified, this information must be conveyed to the Occupational Clinic and a copy kept at each telephone.

1.13 This emergency plan is to be tested in high-risk areas on a six monthly basis and in low risk areas (e.g. office blocks) on an annual basis.

2 INSPECTION FREQUENCIES

2.1 High risk areas are to hold mock emergencies on a 6 monthly basis, the results of which are to be recorded.

2.2 Low risk areas such as office blocks, mock emergencies are to be held on an annual basis and the results thereof are to be kept on record.

4 ACCIDENT RECORDING AND INVESTIGATION

Section: 4.1 Occupational Injury/Disease Record

1 STANDARD

1.1 A record of all injuries in the form of a register must be kept in each department for future reference.

1.2 A record of all Annexure 1 forms and relevant compensation forms is to be kept up to date and presented to an inspector from the department of labour, should he request to inspect them. This is to be kept at each unit. All "Annexure 1" forms are to be signed by the relevant Head of Unit who will sign as the employer. The Chairperson of the Health and Safety Committee will also sign these forms.

1.3 The person assigned the duty of maintaining the accident register in each unit is to notify the Safety Officer and Occupational Clinic of any major injury or any injury that could become a reportable case. This is to be done immediately in the case of major injury or death and as soon as possible in other instances.

1.4 A dressing register is to be kept in each first aid box, which will be analysed on a monthly basis by the person in charge of such box and a report of those treated is to be forwarded to the relevant Occupational Health Nurse for that unit.

1.5 First Aid boxes are to be supplied at each work place where five or more employees are employed this includes vehicles.

1.6 The Senior Compensation Clerk is to be notified of all work related accidents as described in the Compensation for Occupational Injury and Diseases Act, which will require the payment of compensation either to a worker or for his medical treatment. Should there be any question as to whether or not the injury is a work related injury, the Compensation Commissioner should be notified of the circumstances on the relevant forms and he/she will decide on the outcome, their decision will be final.

2 INSPECTION FREQUENCIES

2.1 The treatment register at the medical clinic is to be updated as and when an employee receives treatment.

2.2 The register kept by each unit is to be updated on a daily basis.

2.3 The "Annexure 1" document kept at each unit is to be completed within 7 days of an accident having taken place.

Section: 4.2 Internal Accident Reporting and Investigation

1 STANDARD

1.1 Any employee who is injured on duty (no matter how minor the injury) is to inform his line manager/supervisor immediately of the fact he/she has been injured. Should the line manager/supervisor not be available the employee is to inform either the health and safety representative for the area or a fellow employee who is then to inform the supervisor on the first opportunity of the occurrence of this injury. The line manager/supervisor is to be notified of the occurrence of the injury by the end of the shift

1.2 The line manager/supervisor is to fill in the initial accident report and refer the injured to the occupational clinic, which will ascertain the nature and the extent of the injuries and refer the injured for further medical attention if so required

1.3 The designated person in each department is to gather the information, in order to complete the relevant forms for Compensation and then send the completed forms to the senior compensation clerk in the Occupational Health and Safety Business Unit for processing.

1.4 The Occupational Health Clinic is to liase with the Safety Officers informing them of injuries which have occurred in their areas on the following frequencies: -

1.4.1 Medical treatment and first aid cases-on a weekly basis.

1.4.2 All disabling injuries (as described in section 24 and 25 of the Occupational Health and Safety Act 85/1993) - immediately.

1.5 All accidents/incidents reported are to be investigated by the relevant business units within the framework laid out in the accident process and all medically treated cases are to be recorded in the relevant units accident register.

1.6 A copy of each "Annexure 1" is to be sent to the Safety Officer. The original form is to be retained at the various departments concerned.

1.7 Each department who suffer a reportable injury in terms of section 24 and 25 of the Occupational Health and Safety Act, are to notify the Safety Officer, who will review the case with the relevant units. The unit concerned will then ensure that the relevant forms are forwarded to the Department of Labour.

1.8 All injuries, which have occurred during the month, are to be tabled at the next Health and Safety Committee meeting of the relevant area. The committee will discuss each incident and consider the findings of the investigating team, if for some reason the committee is not satisfied with the findings of the investigating team they may make recommendations as they think necessary to management for their consideration.

1.9 The Unit Manager in whose area the accident occurred shall be responsible to ensure that the remedial actions agreed on, are implemented.

1.10 Each unit shall prepare statistics for the month and send these to the Occupational Health and Safety Business Unit by the 15th day of each month.

1.11 It is the responsibility of the person designated in each business unit to maintain the accident register to ensure that each incident as described in section 24 and 25 of the Occupational Health and Safety Act 85/1993 is reported to the Department of Labour within the prescribed time and in the prescribed manner.

1.12 It is the responsibility of the person designated in each business unit to maintain the accident register to ensure that all injuries requiring compensation are reported to the Senior Compensation Clerk in the Occupational Health and Safety Business Unit within the prescribed times.

1.13 It is the responsibility of the person designated in each business unit to investigate all accidents within seven days as stipulated in the Occupational Health and Safety Act 85/1993.

2 INSPECTION FREQUENCIES

2.1 Investigations of accidents should take place as soon as possible after the incident, but not later than 7 days and recorded on an "Annexure 1" form of the Occupational Health and Safety Act.

2.2 All reportable accidents as described in the Occupational Health and Safety Act are to be reported to the Department of Labour. This is to be done by the designated person in each business unit who is responsible for the upkeep of the accident register. They will also ensure that the relevant documentation is properly completed and timorously sent to the Department of Labour.

Section: 4.3 Occupational Injury /Disease Statistics

1 STANDARD

1.1 Statistics of all works injuries/occupational diseases shall be kept by each unit and updated on a monthly basis by the person designated to do so.

1.2 The monthly statistics for each unit shall consist of the following: -

Number of employees, Man-hours worked for the month, Progressive man-hours worked, First aid cases Month and Progressive, Disabling injury cases Month and Progressive, Fatal accidents Month and Progressive, , Days lost Month and Progressive, Disabling Injury Frequency and Severity Rate Month and Progressive.

1.3 These statistics should be discussed at the unit's monthly Health and Safety Committee meeting.

2 INSPECTION FREQUENCIES

2.1 Statistical report – monthly

Section: 4.4 Incidents /Accident Recall

1 STANDARD

1.1 Relevant accidents/incidents which have occurred in an area should be discussed with employees at a foreman`s tool box talk or at least on a monthly basis by a line manager/supervisor.

1.2 Accident/Incident recall should be discussed at of all safety meetings and the incidents discussed should be recorded on the minutes of the meeting.

1.3 Accident/Incident recall can be done on either a formal or informal basis.

1.3.1 Formal - Safety meetings and tool box talks

1.3.2 Informal - In private on a one to one basis

1.4 Employees should be encouraged and given the opportunity to recall any relevant accidents/incidents at safety meetings. This will create greater safety awareness amongst their colleagues.

5 HEALTH AND SAFETY ORGANISATION

Section: 5.1 Designations and Appointments

1 STANDARD

1.1 Managers appointed in terms of the Act should become involved and visibly commit themselves to promote Occupational Health and Safety.

1.2 The following persons, assigned in terms of the Occupation Health and Safety Act, must be assigned by the employer;

(a) Section 16(2) to assist the Municipal Manager to ensure that the requirements of the Act are adhered to (Annexures 25)

(b) Section 8 (2) (i) to assist the Deputy Municipal managers to ensure that the requirements of the Act are adhered to (Annexures 26)

(c) Section 17(1) Health and Safety Representatives (Annexures 27)

(d) Section 19(3) Health and Safety Committee member (Annexures 28)

(e) General Machinery Regulations 2(1), 2(7) (a) (Competent Person for Supervision of Machinery) (Annexures 29)

1.3 Copies of all legal assignments made, are to be kept in a central place, where they can be made easily available to an inspector from the Department of Labour.

1.4 The Municipal Manager is to appoint persons who have the appropriate qualifications, knowledge and skill to develop, implement and monitor suitable Health, and Safety programmes within the municipality.

2 INSPECTION FREQUENCIES

2.1 All legal appointments will be examined on an ad hoc basis, whilst carrying out safety audits.

Section: 5.2 Appointment of Health and Safety Representatives

1 STANDARD

1.1 The employer shall arrange for the nomination/election of Health and Safety Representatives as laid out in section 17 of the Occupational Health and Safety Act 85/1993.

1.2 The number of Health and Safety Representatives required will be a minimum of the numbers laid out in Section 17 of the Occupational Health and Safety Act 85/1993.

1.3 The employees of each works area will be informed as to the numbers of Health and Safety Representatives required and are afforded the opportunity to submit the names of their candidates for legibility. (The criteria for the appointment of Health and Safety representatives are laid out in Section 17(4) of the Occupational Health and Safety Act (85/1993).

1.4 A Health and Safety Representative shall be appointed for a period of 36 months.

1.5 Each Health and Safety Representative is to be appointed as a member of the Health and Safety Committee for the area in which they were elected and they shall attend all the meetings of that committee.

1.6 The employer shall have the Health and Safety Representative trained to perform the function for which he/she has been appointed.

2 INSPECTIONS FREQUENCIES

2.1 Health and Safety representatives are to inspect their work area on a monthly basis.

Section: 5.3 Health and Safety Committees

1 STANDARD

1.1 All members of each Health and Safety Committee are to be appointed to the committee in writing for period of 36 months.

1.2 Each Health and Safety Representative is to be appointed as a member to the committee established for the areas in which he/she is appointed and conduct monthly inspections of their respective worksites.

1.3 The Chairman of each Health and Safety Committee is to ensure that minutes of each meeting are kept. He/she is to endorse the minutes on behalf of the committee and after each meeting submit these minutes to senior management for their information, who are to endorse these minutes to the effect that they have seen them and take cognisance of the hazards noted and remedial actions recommended.

1.4 The following persons are to be members of each Health and Safety Committee.

1.4.1 The Employer Assigned Representative

1.4.2 Health and Safety Representatives appointed for the area for which the Health and Safety Committee has been established.

1.4.3 Such members who may be nominated by management (these are not to exceed the amount of Health and Safety Representatives who are members of that committee).

1.4.4 Such members as the Health and Safety Committee deem necessary to co-opt .This would normally include the Safety Officer and Occupational Health Practitioner responsible for the area.

1.5 Standard Agenda.

1.5.1 Confirmation of previous minutes.

1.5.2 Matters arising from previous minutes.

1.5.3 Safety Inspection Reports.

1.5.4 Accidents reports and investigations

1.5.4.1 Number of accidents reported and investigated and reportable accidents notified to Department of Labour

1.5.4.2 Analysis of causes of accidents and remedial steps recommended.

1.5.5 Occupational Health

1.5.6 Fire prevention

1.5.7 Training and Procedures

1.5.8 Personal Protective Clothing and Equipment

1.5.9 Environmental matters

1.5.10 Hazardous substances

1.6 The minutes of each Health and Safety Committee are to have an action column recording proposed completion dates and the person responsible for the action.

1.7 Minutes are to be kept for a period of 3 years.

2 FREQUENCY OF MEETINGS

2.1 Each statutory Health and Safety Committee is to meet at least on a monthly basis but no later than three months.

Section: 5.4 Hazard Identification, Risk Assessment and Control

1 STANDARD

1.1 Managers are responsible for ensuring an inspection of the whole workplace is completed together with the risk team with the view of identifying hazards.

1.2 The hazards must be categorised as per hazard sheet in Annexure 30.

1.3 Once the hazards have been identified, the risk associated with each hazard must then be assessed (i.e. the likelihood, exposure and the consequence of harm that the hazard will have if an event happened). The risk is then ranked using the evaluation sheet in Annexure 31.

1.4 The risk impact and the ranking must then be recorded in the risk register together with the control measures. Annexure 32.

1.5 All control measures must be considered in order to reduce the risk to an acceptable level.

1.6 The following hierarchy of control measures must be considered and documented to ensure that all controls are identified:

1.6.1 Eliminate - is it possible to eliminate the hazard altogether?

1.6.2 Substitute - is it possible to substitute the hazard with something less hazardous? For example, many solvent based paints have been substituted by less hazardous water based (emulsion) paints.

1.6.3 Engineering Controls - identify all engineering controls that are present which can reduce the level of risk. These include using machine guards, isolation or enclosure of hazards, local exhaust ventilation, mechanical handling methods, protective barriers, etc.

1.6.4 Administrative Controls - identify all administrative controls that are in place to control the hazard. These include related procedures, records and signage.

1.6.5 Training-Identify all training that is provided in relation to the hazard, e.g., if the hazard is manual handling, mention that manual handling training is provided, etc.

1.6.6 Monitoring and Measurement - identify all related monitoring and measurement tasks that are undertaken to control the hazard such as audits, housekeeping inspections, calibration and maintenance activities e.g. hearing tests etc.

1.6.7 Personal Protective Equipment (PPE) – identify all appropriate PPE that is required to control the hazard, e.g., safety boots, safety eyewear, etc.

1.7 Managers are responsible for implementing, monitoring and reviewing the outcomes of risk assessment and control actions.

2 INSPECTION FREQUENCIES

2.1 The risk assessment must initially be conducted for every task and reviewed annually or if a procedure or task has changed.

Section: 5.5 Inspections

1 STANDARDS

1.1 Planned monthly inspections are to be carried out by the supervisors/manager. Though the supervisor/manager carries out daily informal inspections of the work area for which he/she is responsible, he/she is to conduct a formal monthly inspection using the relevant checklists. These checklists are to be personalised to each area, the deviations found are to be entered on the checklist under the relevant heading provided. The manager/supervisor is responsible to ensure that these deviations are rectified in a satisfactory manner.

1.2 Planned monthly inspections must be carried out by the Health and Safety Representatives.

1.2.1 The health and safety representative is to carry out an inspection of the work area for which he/she has been appointed, this is to be carried out on a monthly basis (The dates and times that these inspections are to be carried out should be discussed and agreed upon by the Health and Safety Representative and his/her supervisor).

1.2.2 The Health and Safety Representative is to use an inspection checklist contain in Annexure 33.

1.2.3 Once the Health and Safety Representative has completed the inspection he/she is to discuss the deviations with their supervisor/manager and try to find suitable remedial actions.

1.2.4 The Health and Safety Representatives report is to be tabled at the next Health and Safety meeting where it should be discussed and signed by the chairperson of the health and safety committee.

1.2.5 Once the report has been discussed at the committee meeting it shall be forwarded to the head of department who shall sign the report as the employer, to say that he has seen it and agrees with it.

1.2.6 Should the Health and Safety Representative note deviations that were identified on the previous inspection, which has not been rectified; he/she is to note this fact on the current report.

1.3 Managers and supervisors are to ensure that deviations identified are timorously rectified.

2 INSPECTION FREQUENCIES

2.1 Thorough inspections are to be carried out on a monthly basis and in high-risk areas the frequency of inspections should be increased.

2.2 Health and Safety Representatives must conduct monthly inspection using Annexure 33 checklist.

Section: 5.6 Communication Systems- Tool Box Talk

1 STANDARD

1.1 Each manager/supervisor is to arrange for a toolbox talk to be held at least once a month in low risk areas and more often as necessary in medium and high-risk areas.

1.2 Each manager/supervisor is to keep a record of the names of the employees who were present at the talk and of the topic, which was discussed.

1.3 Each manager/supervisor is to assess the tasks carried out in his area of responsibility and discuss the weak areas during the toolbox talk, in order to increase the awareness of employees of the risks attached to specific tasks performed.

1.4 Staff attending these meetings should be encouraged to recall related incidents, which may have happened to them in their work environment.

1.5 Accidents/incidents which have occurred in the manager`s/supervisor`s area of responsibility are to be discussed at this meeting.

1.6 Each toolbox talk should be relevant to the work in hand and not last longer than 5 minutes.

2 INSPECTIONS

2.1 A record of each toolbox talk held is to be kept for future reference.

2.2 At least one toolbox talk should be arranged per month per section.

Section: 5.7 First Aid

2

1 STANDARD

1.1 Each manager/supervisor shall ensure that the proportion of trained and nominated first aider's meets the ratios as laid out in regulation 3(5) of the General Safety Regulations of the Occupational Health and Safety Act 85/93.

1.2 The name of the first aider in charge of each first aid box must be displayed in a conspicuous place on the box.

1.3 The position of each first aid box at each workplace is to be clearly indicated by means of appropriate signage.

1.4 The names of first aider`s, and emergency telephone numbers are to be displayed on the official notice board for the area concerned.

1.5 All first aider`s are to have current first aid certificates.

1.6 A list of the contents of each first aid box is to be kept inside each box.

1.7 Each first aid box is to have its contents examined and be restocked as often as may be necessary, but at least once per month.

1.8 A register is to be kept inside of each box and is to be completed after each treatment.

1.9 Where eye fountains or deluge showers are fitted, employees working in the area are to be instructed in the safe use thereof.

1.10 Managers are to identify staff to be trained as first aider`s in consultation with the Occupational Health Clinic.

1.11 First Aid Training shall be co-ordinated by the Skills Development business unit.

1.12 Each manager/supervisor must keep a record of all employees trained as first aider`s in his/her unit and ensure that their certificates do not lapse.

1.13 First aid training is to be given during normal working hours.

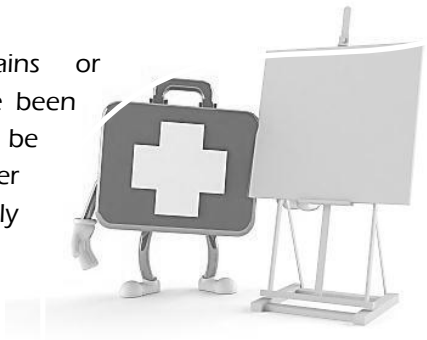
1.14 Where high risk substances, corrosive toxic or similar hazardous substances are used, the manager/supervisor concerned are to ensure that the first aider`s are trained in the first aid procedures necessary for the treatment of injuries that may result from these activities.

2 INSPECTIONS

2.1 Managers/supervisors are to keep a list of all trained first aider`s within their areas of responsibility and ensure that each first aider`s certificate is always valid.

2.2 After each time first aid is rendered and on at least a monthly basis the contents of each first aid box is to be examined against the list of contents.

2.3 Where eye fountains or deluge showers have been fitted, these are to be examined for proper operation on a monthly basis.



Section: 5.8 Health and Safety Training

1 STANDARD

1.1 A risk assessment is to be made of all working areas by the relevant managers to identify where it is necessary to provide Health and Safety Training.

1.2 Section heads should encourage Managers/ Supervisors to attend health and safety courses.

1.3 All Artisans, Supervisors will attend a general Health and Safety training course.

1.4 All Health and Safety Representatives shall attend the Health and Safety Representative Course.

1.5 Every new employee shall be made conversant with the Occupational Health and Safety Management Framework and receive formal safety induction training within their first month of employment.

1.6 Job/Task Safety Training is to be given to all new employees within their respective areas, consisting of: -
- Area safety rules.
- Safe Work Procedures for all tasks.

1.7 All employees who have undergone induction training are to sign a commitment to comply with the rules and procedures that they were taught in the induction-training course.

1.8 All employees are to be made aware of the existence of the critical task inventory and standard task procedures laid out for that task's identified as critical for area in which they work.

Section: 5.9 Medical Examinations

1 STANDARD

1.1 Pre-employment medical examinations must be carried out on all prospective employees by the Occupational Health and Safety Unit.

1.2 Medical examinations /test shall be conducted by the Occupational Health units are per the medical surveillance programme outline in the Occupational Health and Safety Act 85 of 1993.

1.3 All employees working in high risk areas, i.e. areas where there are high risk hazards such as noise, dust, chemicals etc. will be required to undergo an annual medical examination in order to ensure that the hazard to which they are exposed has not had any adverse effect on their health. The categories of employees, who will be subjected to medical examinations, will be identified from time to time dependent on the risk associated with their job.

1.4 Confidentiality with regard to medical conditions and testing must be maintained unless the employee consents to revealing medical information.

2 INSPECTION FREQUENCIES

2.1 Pre-employment medicals - before entering service.

2.3 Annual Medicals - All relevant employees.

2.4 Heavy Vehicle Drivers - Annually.

2.5 Employees working in noise areas - annually.

2.6 On Resignation or Retirement- Exit medicals

Section: 5.10 Occupational Health Services

1 STANDARD

1.1 Alcohol and Drug Abuse

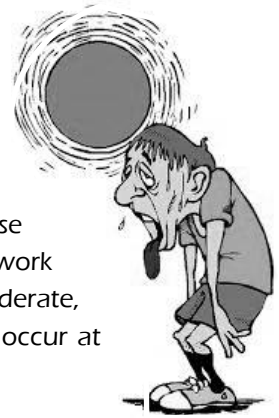
1.1.1 No employee will be under the influence of alcohol or drugs during working hours.

1.1.2 Those employees who have identified as having abused alcohol or drugs will be referred to the Occupational Health Clinic for assessment and possible inclusion in the rehabilitation programme.

1.1.3 Management will provide opportunities for all its employees to be educated and informed of the hazards of substance abuse

1.1.4 Management and employees are to adhere to the Msunduzi Municipality Alcohol and Drug Abuse Policy

1.2 Heat Stress



1.2.1 All business units must conduct humiture readings at various worksites under extreme hot weather conditions and to use these readings to regulate type of work carried out i.e. (light, moderate, heavy). Work substitution to occur at the following humiture levels;

107 or more for a moderate workload
105 or more for a heavy workload.

1.2.2 Where applicable a heavy workload to be substituted with a moderate or light workload. This procedure is to be reversed once the humiture level drops and at the supervisors discretion.

Should the humiture level reach 109 or more, supervisors to use their discretion to either cease work completely, transfer staff to lighter duties or apply work/rest ratio.

1.2.3 Management to ensure that adequate drinking water to be supplied at all worksites and employees educated on adequate rehydration procedures.

1.2.4 In an event of a medical emergency an ambulance should be called immediately and the Occupational Health Clinic must also be informed.

1.2.5 Management and employees are to adhere to the Policy for Management of Heat Stress.

1.3 Smoking Control

1.3.1 Smoking is prohibited within all The Msunduzi Municipality buildings and vehicles. This smoke-free workplace policy applies to all councilors, employees, clients and visitors.

1.3.2 Appropriate signage with regards to a smoke-free workplace to be placed at the main entrance of all buildings and in any other strategic position as required. The department/division responsible for the building will be responsible for this task.

1.3.3 The Occupational Health Section will co-ordinate and implement a health education programme with regards to smoking and its associated effects.

1.3.4 In order to assist and give support to smokers who wish to give up smoking the Occupational Health Section will co-ordinate the implementation of an employee assisted programme with regards to the cessation of smoking.

1.3.5 Management and employees are to adhere to the Smoking Control Policy.

1.4 HIV/AIDS Intervention

1.4.1 Management must provide employees with supportive environment and be prepared to manage, in case of an HIV infection among employees, with empathy, calm and maturity. Hence it is essential to ensure that the workforce is well informed and educated about HIV/AIDs.

1.4.2 The Municipality shall clearly spell out clearly and develop a plan for the management of HIV/AIDS and implement HIV/AIDS workplace programme activities.

1.4.3 Management shall review the organisations HIV/AIDS workplace programme for suitability, adequacy and effectiveness.

1.4.3 Management and employees are to adhere to the HIV/AIDS Policy.

1.5 Immunisations

1.5.1 All business units must ensure safety of the employees at all cost by promoting health and preventing diseases in a working environment.

1.5.2 Each business units must work with the Occupational Health Clinic in providing required immunisation relevant to the employees as per immunisation works order.

1.5.3 Management and employees are to adhere to the Immunisation Protocol.

1.5.4 The vaccination schedules for these are as follows:

Typhoid Parenteral- Typhoid prevention becomes effective about 2-3 weeks after injection. Minimum duration of protection- is 3 years

Tetanus - Doses: 0.5ml on: Day 1 Second dose 6 weeks after the first. Third dose- 6 months after the second dose. Boosters: Routine (single dose, 0.5ml IMI) 10 yearly thereafter. After injury, if more than 5 years has elapsed since last dose/booster.

Hepatitis B- Doses: 1ml (20mcg) IMI on: Day 16 weeks after first dose 6 months after the first dose Post immunisation Serological test at 7 months- Blood sample for Hep Surface antibody levels.

If no immunity demonstrated after immunisation at this stage- refer to Occupational Health Medical Practitioner for further assessment and direction.
Booster: Routine - a single booster (1ml IMI after 5 years). No serological tests required.

Post -exposure prophylaxis: Following a needle stick injury, employees not previously vaccinated and those who did not seroconvert after immunisation (non-seroconvertors): 1 dose of Hepagram 500IU IMI stat. Those who were not immunised: give the first dose of hepatitis B vaccine at the same time but in a different site.

Current vaccinations: As Hepatitis B is not a live vaccine it may be given at the same time as other vaccines but in a different site.

Rabies Doses: 2 single doses, 3 weeks apart
Booster: Routine at intervals of 3-5 years Post-exposure prophylaxis: If not previously vaccinated and the wound is < 7 days old, should be given a dose of Hyper Immune Rabies Immunoglobulin (HRIG) 20IU/kg stat, of which up to half may be infiltrated around the wound and the remainder given IMI, as well as the first dose of rabies vaccine, at the same time but in a different site. Post-exposure vaccination schedule:

Days 0, 3, 7, 14, 30 (+day 90 if first dose given with HRIG). Follow up at clinic to ensure that rabies vaccination according to the provincial health department guidelines

1.6 **Wellness / EAP Programme**

1.6.1 Management must provide employees with supportive environment and be prepared to assist in case of psychological and/or medical well being of the employees. Hence it is essential to ensure that the workforce is provided with the services that will enhance their well being.

1.6.2 Management to be able to identify and manage employees with psychological or emotional stresses and communicate with Occupational Health personnel for assistant.

1.6.3 Management and employees are to adhere to the Wellness Programme.

SECTION: 5.11: HEALTH AND SAFETY SPECIFICATIONS AND CONTRACTORS

1 STANDARD

1.1 Before any project is approved a risk analysis and a feasibility study must be completed on the proposed project. All risks identified must be analysed and evaluated with recommendations to abate the risks identified.

1.2 A list must be kept of the concerns identified in the risk and feasibility study, for control and follow up purposes.

1.3 All relevant technical drawings and diagrams must be upgraded to incorporate any changes.

1.4 The following aspects must be addressed on the risk and feasibility study:

Occupational Health and Safety, Environmental Impact Assessment, Fire and Explosions, Statutory Requirements, Municipal Bylaws, Maintenance Schedule and Ergonomics.

1.5 Suppliers are to consult with the Project Manager with reference to machine guarding; colour coding and all safety aspects of the project and cognisance must be taken of the municipality's standards, SABS standards and relevant legislation.

1.6 All projects must be inspected by the project manager or person nominated at various stages, in order to ascertain compliance with the council's requirements. Deviation from the specifications identified, must be noted together with the remedial actions, in order to ensure that these deviations are rectified before the project is handed over.

1.7 All contractors are to sign an undertaking to accept responsibility for their own health and safety and return this document to the person controlling the contract.

1.8 Copies of the relevant Municipal Health and Safety Specification are to be distributed to contractor.

1.9 Over and above the legislation requirements for the reporting of accidents, incidents and machinery failure, any contractor who experiences such an incident on the work site, shall inform the Safety Officer of the occurrence in writing immediately depending on the severity of the incident.

SECTION: 5.12 WRITTEN SAFE WORK PROCEDURES AND PLANNED JOB OBSERVATIONS

1 STANDARD

1.1 Prioritise the tasks into criticality, with the tasks with the highest risk i.e. being the most critical and therefore meriting the most attention.

1.2 Each task identified as critical is now analysed. Break the task into logical steps, identifying potential hazards and necessary remedial actions.

1.3 The "Written Safe Work Procedure" must be drawn up after prioritising the tasks and recorded on Annexure 34 form.

1.4 The "Written Safe Work Procedure" must be made available to the employees carrying out the task, in order for them to familiarise themselves with the procedures which they are to follow when performing the task in hand.

1.5 The manager/supervisor should schedules the dates when task observations will be carried out.

1.6 A task observation is should carried out using Annexure 35 as a checklist and a guide.

1.7 When the observation has been completed the supervisor conducting the observation is to review the task observed, with the person on whom the observation was done. Should the worker have deviated from the established procedure, the supervisor is to analyse the deviation and bring about necessary corrective actions, either in the form of upgrading the procedure accordingly, or take necessary steps to ensure that the employee complies with the standard procedure.

1.8 Each critical task inventory is to be reviewed either on: -

(a) An annual basis.

(b) After an injury.

(c) When a new task is implemented.

SECTION: 5.13 WORK PERMITS

1 STANDARD

1.1 All risk areas where hot work, cold work, works in confined spaces or lockout procedures are to be followed shall be identified and communicated to all personnel concerned.

1.2 All personnel concerned with work in the risk areas identified in terms of 1.1 (above) are to be instructed in the use of the various permit systems identified in this standard.

1.3 Regular informal/formal task observations on tasks identified in 1.1 above are to be carried out by the manager/supervisor in charge, in order to verify whether personnel are adhering to the work permit requirements.

1.4 Suitable work permits are to taken out each time any work is performed in risk areas identified in 4.1 above. Amongst the conditions identified, the work permit is to include what work is to be carried out, warnings of hazards identified, potential hazards anticipated, special safety measures to be taken, safety equipment to used or worn, types of environmental monitoring to be carried out, by whom and at what frequency, emergency procedures, plus any other relevant terms or information necessary to ensure the health or safety of employees. No work may be undertaken in any areas identified above unless a valid permit has been issued for the work to be carried out.

1.5 Work permits are only to be issued by a responsible person, who has been trained in the use of the permit system.

1.6 Personnel taking out a work permit are to be competent to carry out the work, able to understand the conditions laid out in the permit and ensure that they are fully complied with.

1.7 On completion of the work specified, each work permit must be signed off. Should any further work be required, the permit holder is to take the permit to the issuing office and upgrade the permit accordingly, where on completion the permit is to be signed off. Should the work carried out involve more than one discipline the presence of the other disciplines is to be brought to the attention of each permit holder, who is to ensure that his actions do not endanger the other workers in any way.

1.8 Should a job not be completed and it is necessary to hand the permit over from one shift to another, or from one discipline to another, the hand over take over is to include:

(a) An onsite handover where any risks or special precautions are brought to the attention and acknowledged in writing by the person in charge of the new crew or worker,

(b) A physical, notification to the permit issuing office where the acceptance of the permit conditions are to be acknowledged in writing by the person in charge of the new team who is carrying out the work.

1.9 The issue of any work permit is to include a site visit where the hazards identified; isolating measures are inspected and signed for by the person taking the work permit.

1.10 Each work permit issued is to be displayed at the site where the work is being carried out, whilst the work is in progress.

2 INSPECTIONS

2.1 Permit Audits - as and when necessary - on going.

ANNEXURE 1

MSUNDUZI MUNICIPALITY - OFFICE MONTHLY INSPECTIONS										YEAR:		
ITEM	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
1.1. Lights in working order												
1.2 Switches functional												
1.3 Switches and plugs numbered												
1.4 Walls undamaged and clean												
1.5 Floors whole and clean												
1.6 Windows undamaged and clean												
1.7 Furniture undamaged and clean												
1.8 Storage practices to standard												
1.9 Portable electrical equipment to standard												
1.10 Earthing of portable electric equipment												
1.11 General appearance (neat and clean)												
1.12 Refuse containers emptied												
1.13 Ablution facilities clean												
1.14 Ventilation systems adequate												
1.15 Fire extinguishers serviced												
1.16 Emergency exits clear												
1.17 Ergonomics												

Date: _____

Name: _____

Signature: _____

ANNEXURE 2

MSUNDUZI MUNICIPALITY - Workshops MONTHLY INSPECTIONS									YEAR			
ITEM INSPECTED	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
1 Floors, walls and windows clean & undamaged												
2. Plugs and switches numbered												
2. Lights working (10% Lights out)												
3. Lifting equipment on register												
4. Crawl beams marked with MSWL												
5. Overhead cranes to standard												
6. Tool lockers neat and clean												
7. All portable electrical equipment registered & to std												
8. Demarcation adhered to												
9. Chemical storage to standard												
10. Ergonomics												
11. All guards suitable and in place												
12. Pedestal Grinder stone gap not exceed 3mm.												
13. Stacking and storage practices to standard												
14. All gas heating and cutting equipment to std												
15. Compressors to standard												
16. Refuse removal system												
17. Colour coding adhered to												
18. Plant Hygiene												
19. Fire protection and emergencies												
20. Adequate PPE available												
21. Adequate ventilation and extraction												
22. Safety shower functional and operational												
23. Battery storage adequate												

Date _____

Name _____

Signature _____

ANNEXURE 3:

MSUNDUZI MUNICIPALITY – VENTILATION SURVEY

DEPARTMENT:	
WORK PLACE:	
CHECK CARRIED OUT BY:	
DATE:	
SIGNATURE	

1.	OFFICES		
1.1	Is there an adequate supply of fresh air naturally/mechanically?	Yes	No
1.2	If applicable are the inlet and outlet filters of the air conditioner cleaned out on a regular basis (at least once a month).	Yes	No

2.	OFFICE BLOCKS/HIGH RISE BUILDINGS		
2.1	Is the ventilation in the building sufficient?	Yes	No
2.2	Is the air conditioning unit in working order?	Yes	No
2.3	Is the air conditioning unit inspected on a regular frequency?	Yes	No
2.4	Is there a record of these inspections?	Yes	No
2.5	Are the inlet and outlet filters inspected and cleaned regularly?	Yes	No

3.	WORKSHOPS		
3.1	Are fumes (solder, welding, spray paint, and chemical or exhaust gasses) controlled with the help of (natural, artificial, combination) ventilation?	Yes	No
3.2	If mechanical means are used is the system regularly inspected (once a month)?	Yes	No
3.3	Are dust, mists or fumes (chemical, wood, asbestos, etc.) controlled by natural/mechanical or a combination method successfully?	Yes	No
3.4	If mechanical means are used is the system inspected once a month?	Yes	No
3.5	Is the ventilation in the workshop adequate?	Yes	No

4.	CHEMICAL, FLAMMABLE LIQUID AND OIL STORES		
4.1	Are fumes controlled by natural, mechanical, combination natural and artificial ventilation?	Yes	No
4.2	If mechanical means are used is the system inspected once a month?	Yes	No
4.3	Is the ventilation in the store sufficient?	Yes	No

5.	BASEMENTS		
5.1	Are fumes controlled by natural, mechanical, combination natural and mechanical ventilation	Yes	No
5.2	If mechanical means are used is the system inspected once a month?	Yes	No
5.3	Is the ventilation in the basement sufficient?	Yes	No

6.	SUBSTATIONS		
6.1	Are fumes controlled by natural, mechanical, combination natural and mechanical ventilation?	Yes	No
6.2	If mechanical means are used is the system inspected once a month?	Yes	No
6.3	Is the ventilation in the substation sufficient?	Yes	No

REMARKS:

ANNEXURE 4

MSUNDUZI MUNICIPALITY - LOCKOUT REGISTER					
DATE	SERVICE NUMBER	NAME	ARE YOU FAMILIAR WITH THE LOCKOUT PROCEDURE?	NATURE OF WORK BEING CARRIED OUT	IS THE JOB SAFELY COMPLETED (SIGN)

Please note: Before the lockout system is removed and the item of equipment is re-commissioned the equipment must first be certified safe for use and this is done by signing off the register and then informing the person in whose area of responsibility the equipment is that is safe for use

ANNEXURE 5

MSUNDUZI MUNICIPALITY - LADDER REGISTER												
LADDER NUMBER:	**INSPECTION INTERVAL:**											
ITEM FOR INSPECTION	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
1. LADDER PROPERLY MARKED AND NUMBERED												
2. LADDER FREE FROM OBSTRUCTIONS (PIECES OF WIRE ETC)												
3. ENTRANCE TO LADDER FREE FROM OBSTRUCTIONS.												
4. NO DAMAGED PARTS, CAGE, ROUNDS,ETC.												
5. LADDER CLEAN AND FREE FROM GREASE OIL ETC.												
6. LADDER CORROSION FREE (RUST, CHEMICAL, ETC.)												
7. JOINTS OR WELDING INTACT.												
8. NO LOOSE NUTS, BOLTS, RUNGS, OTHER PARTS.												
9. DROP GATE IN WORKING ORDER.												
10. PAINT IN AN ACCEPTABLE CONDITION.												
11. LADDER IS SAFE FOR USE.												

NOTE: THE FOLLOWING TO BE ENTERED BELOW APPROPRIATE ROW.	
DATE:	
NAME OF INSPECTOR:	
I.D. NUMBER OF INSPECTOR:	
SIGNATURE:	

ANNEXURE 6

MSUNDUZI MUNICIPALITY - SCAFFOLD INSPECTION REGISTER		
NAME OF EMPLOYER OR CONTRACTOR:	ADDRESS OF SITE WHERE ERECTED:	DATE THAT THE SCAFFOLD WAS ERECTED:

ITEM TO BE INSPECTED	WHAT TO LOOK FOR	WEEK 1	WEEK 2	WEEK 3	WEEK 4
FOOTINGS	SOFT AND UNEVEN GROUND, NO BASE PLATES, NO SOLE BOARDS, UNDERMINED				
STANDARDS	NOT PLUM, JOINED AT SAME HEIGHT, WRONG SPACING, OR DAMAGED.				
LEDGERS	NOT LEVEL, JOINED IN THE SAME BAYS, LOOSE OR DAMAGED.				
BRACING (FACE OR LEDGER)	SOME MISSING, LOOSE OR WRONG FITTINGS.				
PUTLOGS AND TRANSOMS	WRONGLY SPACED, LOOSE, OR WRONGLY SUPPORTED.				
COUPLINGS	WRONGLY FITTED, LOOSE, DAMAGED, NO CHECK COUPLERS.				
BRIDLES	WRONG SPACING, WRONG COUPLINGS, WEAK SUPPORT.				
TIES	SOME MISSING OR LOOSE.				
BOARDING	BAD BORADS, TRAP BOARDS, INCOMPLETE, INSUFFICIENT SUPPORT.				
GUARD RAILS AND TOE RAILS	WRONG HEIGHT, LOOSE OR SOME MISSING.				
LADDERS	DAMAGED, INSUFFICIENT LENGTH NOT TIRED.				
SAFE ACCESS	NO RESTPLATFORMS, NO LADDERS, TOO FAR BETWEEN REST PLATFORMS.				

LOCATION AND DESCRIPTION OF SCAFFOLD ETC AND OTHER PLANT OR EQUIPMENT INSPECTED.	DATE OF INSPECTION	RESULT OF INSPECTION, STATE WHETHER OR NOT ALL WAS FOUND TO BE IN AN ACCEPTABLE CONDITION	NAME AND SIGNATURE OF THE PERSON WHO CARRIED OUT THE INSPECTION

ANNEXURE 7

MSUNDUZI MUNICIPALITY - TRUCK MOUNTED CRANE INSPECTION REGISTER			
TRUCK MOUNTED CRANE NUMBER:		INSPECTION INTERVAL:	THREE MONTHLY

ITEM TO BE INSPECTED	1ST QUARTER	2ND QUARTER	3RD QUARTER	4TH QUARTER
1. HYDRAULIC CYLINDERS NO LEAKS AND CONFORM TO STANDARDS.				
2. HYDRAULIC PIPES IN GOOD CONDITION (NO LEAKS).				
3. OPERATING LEVERS FUNCTIONING CORRECTLY.				
4. OUTRIGGERS FUNCTIONING PROPERLY.				
5. NO DAMAGE TO BASE PLATES ON THE OUTRIGGERS.				
6. SLEWING FUNCTION OPERATIONAL.				
7. LIFTING ARMS IN GOOD CONDITION AND FUNCTIONING CORRECTLY.				
8. CRANE HOOKS UNDAMAGED WITH SAFETY CATCH.				
9. CRANE COMPLIES WITH THE STANDARDS SET BY THE MANUFACTURER AND IS SAFE TO USE.				
Max SWL :				

DATE:	
NAME OF PERSON CARRYING OUT INSPECTION:	
I.D.NUMBER:	
SIGNATURE:	

ANNEXURE 8

MSUNDUZI MUNICIPALITY - CHAIN BLOCKS, CHAINS, SLINGS ,COME ALONG`S AND ANCILLARY FITTINGS INSPECTION RECORD					
SERIAL NUMBER:		MAX SAFE WORKING LOAD:		ITEM:	
DATE COMMISSIONED:		TYPE:		FREQUENCY OF INSPECTION:	QUARTERLY

ITEM TO BE INSPECTED	1ST QUARTER	2ND QUARTER	3RD QUARTER	4TH QUARTER
1. CHAIN INSPECTED LINK BY LINK.				
1.1 TWISTED, STRETCHED OR BENT LINKS.				
1.2 NICKS GAUGES OR CRACKS.				
1.3 INTERLINKS AND SIDE BARREL WEAR.				
1.4 DISTORTED OR DAMAGED: MASTER LINKS / COUPLING LINKS / ATTACHMENTS.				
2. HOOKS.				
2.1 CRACKS NICKS OR GOUGE MARKS.				
2.2 WEAR IN EYE/ CLEVIS/ SADDLE/ LOAD PIN.				
2.3 SIDE BENDING.				
2.4 SAFETY CATCH (IF APPLICABLE)				
3. HAMMERLOCK.				
3.1 INTERFACE WEAR.				
3.2 PINS AND FREE MOVEMENT.				
4. ACCEPTABLE FOR FURTHER USAGE (YES/ NO)				

DATE:	HOOK OPENING MEASUREMENT:	
NAME OF PERSON WHO CARRIED OUT THE INSPECTION:		
DATE OF LOAD TEST PERFORMED BY COMPETENT PERSON:		
I.D. NUMBER:		
SIGNATURE:		

ANNEXURE 9

MSUNDUZI MUNICIPALITY - WIRE ROPE SLINGS INSPECTION					
SLING NUMBER:		MAX SAFE WORKING LOAD:		ITEM:	
DATE COMMISSIONED:		TYPE:		FREQUENCY OF INSPECTION:	QUARTERLY

ITEM TO BE INSPECTED	1ST QUARTER	2ND QUARTER	3RD QUARTER	4TH QUARTER
1. WEAR.				
2. CORROSION.				
3. FATIGUE INDICATED BY A SQUARE BREAK OF WIRE STRANDS.				
4. KINKS.				
5. SLING LUBRICATED.				
6. STORAGE.				
7. IS THE SLINGS CONDITION ACCEPTABLE FOR FURTHER USAGE				
8. REJECTED				
9. DATE OF REPLACEMENT.				
10. REPLACED WITH SLING NUMBER.				

NAME OF PERSON WHO CARRIED OUT THE INSPECTION:	
I.D. NUMBER:	
SIGNATURE :	

ANNEXURE 10

MSUNDUZI MUNICIPALITY - FIBRE/ NYLON ROPE SLINGS INSPECTION					
SLING NUMBER:		MAX SAFE WORKING LOAD:		ITEM:	
DATE COMMISSIONED:		TYPE:		FREQUENCY OF INSPECTION:	QUARTERLY

ITEM TO BE INSPECTED	1ST QUARTER	2ND QUARTER	3RD QUARTER	4TH QUARTER
FIBRE ROPE SLINGS				
Damage to fibres				
2. Rot				
3. Mechanical damage				
4. Broken/cut				
5. Condition of splices				
6. Flattening of strands				
7. Displaces yards				
8. Safe work load indicated conspicuously				
HOOKS				
1. Condition of hooks				
2. Sheaves				
3.Safety Catch				
STORAGE				
1. Stored in a hanging position				
2. Stored in dry place				

DATE:	
NAME OF PERSON WHO CARRIED OUT THE INSPECTION:	
I.D. NUMBER:	
SIGNATURE:	

ANNEXURE 11

MSUNDUZI MUNICIPALITY - OVERHEAD CRANE INSPECTION			
FREQUENCY OF INSPECTION :	QUARTERLY	INSPECTION CARRIED OUT BY:	MECHANICAL

Item to be inspected	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
1 Hoist				
Overload protector				
Limit switches				
Amperage/Voltage test				
Motor condition				
Brake				
2 Cross travel				
Limit switches				
Amperage/Voltage test				
Conductor system				
Motor condition				
Brake				
3 Long travel				
Limit switches				
Amperage/Voltage test				
Conductor system				
Motor condition				
4 Crane Control				
Pendant/Joystick/ Infra-red control				
Pendant cable plus supports				
Cabin electrics				
Control motion correct				
5 Control panel				
Crane lighting				
Contactors				
Panel wiring				
Fuses/ relays etc.				
Panel housing				
Wiring on crane bride				
Main switch				

Inspected by:	
Signature:	
Date:	
Responsible person:	

ANNEXURE 12

MSUNDUZI MUNICIPALITY - OVERHEAD CRANE INSPECTION			
FREQUENCY OF INSPECTION :	QUARTERLY	INSPECTION CARRIED OUT BY:	ELECTRICAL

Item to be inspected	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
1 Electric Hoist				
Rope Guild				
Oil levels/ greasing				
Upper sheaves				
Rope drum				
Gear box condition				
Tie bars				
2 Cross travel				
Oil levels/ greasing				
Gear box condition				
Wheels / bearings				
Buffers				
Drive shaft coupling				
3 Long travel				
Oil levels/ greasing				
Storm braking				
Gantry rails				
Wheels bearings				
Wheel gears / pinions				
Buffers				
End stops				
Gearbox condition				
4 Hand operation				
Hand chain				
Hand wheel				
Pinions				
Hand signals in cab/ Control colour coded				
Control colour coded				
5 General				
Fire extinguishers serviced/ in place				
Max safe work load indicated				
Hook safety latch in order				

Inspected by:	
Signature:	
Date:	
Responsible person:	

ANNEXURE 13

MSUNDUZI MUNICIPALITY - GAS CUTTING AND WELDING REGISTER			
FREQUENCY OF INSPECTIONS:	MONTHLY	EQUIPMENT DESCRIPTION:	

ITEM TO BE INSPECTED	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
1. SPINDLE VALVE GUARD IN POSITION.												
2. CYLINDERS FIXED IN THE VERTICAL POSITION.												
3. CYLINDER TROLLEY IN GOOD CONDITION.												
4. CYLINDER SPINDLE VALVE NO LEAKS.												
5. CYLINDERS FREE FROM OIL OR GREASE.												
6. NO OBVIOUS DAMAGE TO THE REGULATORS.												
7. HOSES IN GOOD CONDITION.												
8. NO STEEL, STAINLESS STEEL OR COPPER USED TO JOIN HOSES.												
9. REGULATOR AND TORCH FITTED WITH FLASHBACK ARRESTORS.												
10. NO LEAKS FROM THE TORCH MIXER VALVES.												
11. CUTTING LEVER SEALING PROPERLY.												
12. TORCH IN GOOD CONDITION.												
13. NO LEAKS WHILST THE EQUIPMENT IS UNDER PRESSURE.												
14. PRESSURE IS RELEASED WHEN THE EQUIPMENT IS NOT IN USE.												

DATE:	
NAME OF PERSON CARRYING OUT THE INSPECTION:	
I.D. NUMBER:	
SIGNATURE:	

ANNEXURE 14

MSUNDUZI MUNICIPALITY - PNEUMATIC EQUIPMENT INSPECTION REGISTER			
FREQUENCY OF INSPECTIONS:	MONTHLY	EQUIPMENT DESCRIPTION:	

ITEM TO BE INSPECTED	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
1. CASING IN GOOD CONDITION.												
2. AIR FILTER CLEAN.												
3. MACHINE LUBRICATED.												
4. LOCKNUT TIGHT AND IN GOOD CONDITION.												
5. GUARDS IN POSITION.												
6. STONES/ BRUSH IN GOOD CONDITION												
7. TRIGGER MECHANISM FUNCTIONING PROPERLY.												
8. COUPLING IN GOOD CONDITION.												
9. SPEED ACCORDING TO SPECIFICATION.												
10. EQUIPMENT CONFORMS TO REQUIREMENTS.												

DATE:	
NAME OF PERSON CARRYING OUT THE INSPECTION:	
I.D. NUMBER:	
SIGNATURE:	

ANNEXURE 15

MSUNDUZI MUNICIPALITY - CHLORINE FIXED INSTALLATIONS 70KG CYLINDERS												
LOCATION:					INSPECTION FREQUENCY:					MONTHLY		
ITEM TO BE INSPECTED	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
Extraction fan working												
All external vents in good order												
Required safety signs displayed												
Ammonia bottle available and Ok												
Correct valve spanner is available and Ok												
Spare unused lead washes are available												
Lighting ok												
Good state of housekeeping												
Cylinders secured and stored in a vertical position												
Cylinder are not in contact with direct sunlight												
Empty cylinders stored apart from full ones. Marked "MT"												
No condensing/ icing visible on pressurised piping												
No traces of corrosion, damage or discoloration												
No damage to vales and regulators.												
Shower facility available												
Breathing apparatus available												
First aid available												
Emergency numbers available												

DATE:	
NAME OF PERSON CARRYING OUT THE INSPECTION:	
I.D. NUMBER:	
SIGNATURE:	

ANNEXURE 16

MSUNDUZI MUNICIPALITY - AIR COMPRESSOR INSPECTION REGISTER				
ITEM TO BE INSPECTED	EQUIPMENT DESCRIPTION			
	QUARTERLY INSPECTIONS			
	FIRST	SECOND	THIRD	FOURTH
1. Dirty –oil/dust on compressor				
2. Oil leaks on compressor				
3. V- belt drive guarded				
4. Guard covers back of equipment				
5. Red line on pressure gauge				
6. Safety valve locked or sealed				
7. Drain valve accessible				
8. Compressor numbered				
9. Manufacturer's plate displayed				
10. 3- yearly pressure test				
11. Electric plug/ cord in good state of repair				
12. Pressure is released when compressor is not in use				

Date	
Name of person carrying out inspection	
Signature	

ANNEXURE 17

MSUNDUZI MUNICIPALITY-ARC WELDING MACHINE INSPECTION REGISTER					
INSPECTION INTERVAL:	MONTHLY	SERIAL NUMBER:		DEPARTMENT:	
WHERE SITUATED:		MAKE:		MODEL:	
DESCRIPTION OF EQUIPMENT:					

ITEM TO BE INSPECTED	J	F	M	A	M	J	J	A	S	O	N	D
1. CASING IN GOOD CONDITION.												
2. TERMINAL CONNECTORS IN GOOD CONDITION.												
3. SUPPLY CABLE AND PLUG IN GOOD CONDITION.												
4. COVER PLATES AND GUARDS IN PLACE & IN GOOD CONDITION.												
5. AMPERAGE ADJUSTER WORKING.												
6. ANCILLARY EQUIPMENT TO STANDARD & IN GOOD CONDITION.												
7. WELDING MACHINE CONFORMS TO STANDARD.												
8. EQUIPMENT IS SAFE FOR USE. YES/ NO												

DATE:	
NAME OF PERSON CARRYING OUT INSPECTION:	
I.D. NUMBER:	
SIGNATURE:	

ANNEXURE 18

MSUNDUZI MUNICIPALITY- EARTH LEAKAGE PROTECTION UNIT INSPECTION REGISTER					
DEPARTMENT:		WHERE SITUATED:		PANEL NUMBER:	
CURRENT RATING:		SENSITIVITY:		MANUFACTURER:	
SERIAL NUMBER:		TYPE NUMBER:		FREQUENCY OF INSPECTIONS:	QUARTERLY

ITEM TO BE INSPECTED	1ST QUARTER		2ND QUARTER		3RD QUARTER		4TH QUARTER	
	A	B	A	B	A	B	A	B
1. TEST BUTTON IN WORKING CONDITION.								
2. ANY CRACKS OR VISIBLE DAMAGE TO THE UNIT.								
3. ANY LOOSE CONNECTIONS.								
4. IS THE PANEL FREE FROM OBSTRUCTIONS								
5. ARE THE CIRCUIT BREAKERS CORRECTLY MARKED?								
6. IS THE PANEL CORRECTLY MARKED?								
7. HAS THE HISTORY CARD BEEN COMPLETED?								
8. TEST RESULT IN MIL AMP.								
A - INITIAL TEST AND INSPECTION.								
B - RETEST AND FINAL INSPECTION AFTER ALL DEFECTS HAVE BEEN REPAIRED.								

DATE:	
NAME OF PERSON CARRYING OUT INSPECTION:	
I.D. NUMBER:	
SIGNATURE:	

ANNEXURE 19

MSUNDUZI MUNICIPALITY- FLAME PROOF EQUIPMENT INSPECTION REGISTER		
EQUIPMENT NUMBER:	VOLTAGE RATING:	MANUFACTURER
SERIAL NUMBER:	TYPE:	FREQUENCY OF INSPECTIONS
		ANNUAL

ITEM TO BE INSPECTED	ANNUAL INSPECTIONS			
	A	B	A	B
1. VISUAL.				
1.1 ENCLOSURE FREE FROM CRACKS.				
1.2 HAS CABLE ARMOURING BEEN CLAMPED DOWN PROPERLY.				
1.3 CONDUIT RUNS - ARE ALL JOINTS TIGHT.				
1.4 IS THE GENERAL CONDITION OF THE EQUIPMENT ACCEPTABLE?				
1.5 IS THE EQUIPMENT FREE FROM DUST AND OILS?				
2. DISMANTLING.				
2.1 ARE THE FLANGES CORROSION FREE?				
2.3 IS THE EQUIPMENT FREE FROM EXCESSIVE WEAR?				
3. RE-ASSEMBLY.				
3.1 ARE ALL BLIND HOLES CLEAN AND FREE FROM OBSTRUCTIONS				
3.2 ARE ALL FLANGE AND GLAND SURFACES CLEAN AND CORROSION FREE?				
3.3 ARE ACCESSORIES FREE FROM DEFORMATION OR WARPING.				
3.4 DO ALL FLANGES FIT PERFECTLY?				
3.5 HAVE ALL CONNECTIONS BEEN CHECKED FOR TIGHTNESS.				
4. FINAL.				
4.1 HAVE ALL FLAME PATHS BEEN MEASURED FOR COMPLIANCE.				
4.2 HAVE ALL MISSING AND BROKEN BOLTS BEEN REPLACED.				
4.3 HAVE ALL UNUSED HOLES BEEN BLANKED OFF.				
4.4 ARE ALL SHROUDS AROUND BOLT HEADS ADEQUATE?				
4.5 WAS THE INSULATION RESISTANCE TESTED.(FILL IN THE RESULT)				
4.6 WAS THE EARTH AND EARTH CONTINUITY RESISTANCE TESTED.(FILL IN THE RESULT)				
A - INITIAL INSPECTION				
B - RETEST AND FINAL INSPECTION AFTER THE DEFECTS HAVE BEEN RECTIFIED.				

DATE:	
NAME OF PERSON WHO CARRIED OUT THE INSPECTION:	
I.D. NUMBER:	
SIGNATURE:	

ANNEXURE 20

MSUNDSUZI MUNICIPALITY- HAND TOOL INSPECTION LIST			
NAME OR STORE NUMBER:		CONTROL NUMBER:	
DEPARTMENT:		FREQUENCY OF INSPECTION: BIANNUALLY	

DESCRIPTION OF ITEM TO BE INSPECTED	BIANNUAL INSPECTIONS				

DATE:	
NAME OF PERSON CARRYING OUT INSPECTION:	
I D NUMBER:	
SIGNATURE:	

Annexure 21

MSUNDUZI MUNICIPALITY INSPECTION REGISTER FOR RESPIRATORS					
INSPECTION INTERVAL:	MONTHLY	NUMBER:		DEPARTMENT:	
WHERE SITUATED:		MAKE:		MODEL:	
DESCRIPTION OF EQUIPMENT:					

ITEM TO BE INSPECTED	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC
1. PLACEMENT AND DEMARCATION AS LAID OUT IN ELEMENT 2.45.												
2. ANY OBSTRUCTIONS IN FRONT OF OR BELOW RESPIRATOR.												
3. ANY DAMAGE TO THE FACE MASK.												
4. ANY DAMAGE TO THE FACE MASK`S HARNESS.												
5. ARE THE CANISTERS STILL WITHIN THE VALIDITY PERIOD?												
6. IS THE CANISTER SEALED ON BOTH SIDES?												
7. HAS THE EQUIPMENT BEEN SERVICED WITHIN THE LAST SIX MONTHS?												
8. IS THE EQUIPMENT IN AN ACCEPTABLE CONDITION?												

DATE:	
NAME OF PERSON CARRYING OUT THE INSPECTION:	
I D NUMBER:	
SIGNATURE:	

ANNEXURE 22

MSUNDUZI MUNICIPALITY INSPECTION REGISTER FOR SELF CONTAINED BREATHING APPARATUS					
INSPECTION INTERVAL:	MONTHLY	NUMBER:		DEPARTMENT:	
WHERE SITUATED:		MAKE:		MODEL:	
DESCRIPTION OF EQUIPMENT:					

ITEM TO BE INSPECTED	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC
1. PLACEMENT AND DEMARCATION AS LAID OUT IN ELEMENT 2.45.												
2. ANY OBSTRUCTIONS IN FRONT OF OR BELOW RESPIRATOR.												
3. IS THE DEMAND VALVE SET ON NEGATIVE PRESSURE?												
4. CYLINDER PRESSURE READING (RECORD) IT SHOULD READ A MINIMUM OF 270 BAR.												
5. ANY DEFECTS IN THE HEAD HARNESS, FACE SHIELD OR LENS.												
6. ANY DEFECT OR LEAKS IN THE HOSES.												
7. IS THE WARNING WHISTLE AUDIBLE AT APPROX 50 BAR.?												
8. HAS THE B.A. BEEN SERVICED IN THE LAST 6 MONTHS.												
9. IS THE SHOULDER HARNESS IN GOOD CONDITION?												
10. IS THERE ANY RUST OR ARE THERE ANY DENTS IN THE CYLINDERS.												
11. IS THE PAINT ON THE EQUIPMENT IN AN ACCEPTABLE CONDITION?												
12. IS THE EQUIPMENT IN AN ACCEPTABLE CONDITION?												

DATE:	
NAME OF PERSON CARRYING OUT INSPECTION:	
I D NUMBER:	
SIGNATURE:	

ANNEXURE 23

MSINDUZI MUNICIPALITY- SAFETY HARNESS/ BELT INSPECTION REGISTER					
INSPECTION INTERVAL:	MONTHLY	NUMBER:		DEPARTMENT:	
WHERE SITUATED:		MAKE:		MODEL:	
DESCRIPTION OF EQUIPMENT:					

ITEM TO BE INSPECTED	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
1. IS THE ROPE FREE FROM CUTS, DISPLACEMENT OF STRANDS, MECHANICAL OR CHEMICAL DAMAGE?												
2. IS THE "D" RING AND THE "D"RING BELT ATTACHMENT POINT FREE FROM CRACKS, OR SIGNS OF EXCESSIVE WEAR.												
3. IS THE WEBBING FREE FROM CUTS, HEAT DAMAGE, EXCESSIVE WEAR OR CHEMICAL ATTACK?												
4. IS THE STITCHING SECURE AND INTACT.												
5. IS THE SAFETY HOOK OPERATIONAL AND FREE FROM CRACKS OR DISTORTION?												
6. ARE THE BUCKLES OPERATIONAL AND FREE FROM WEAR, DISTORTION OR CRACKS?												
7. IS THE FITTINGS AND ATTACHMENTS IN AN ACCEPTABLE CONDITION?												

DATE:	
NAME OF PERSON CARRYING OUT THE INSPECTION:	
I D NUMBER:	
SIGNATURE:	

ANNEXURE 24

MSUNDUZI MUNICIPALITY - PORTABLE FIRE EXTINGUISHER INSPECTION / FIRE HOSE REEL CHECK LIST			
LOCATION OF EQUIPMENT:		EQUIPMENT NUMBER:	

FIRE EXTINGUISHERS	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
1. NO OBSTRUCTIONS IN FRONT OF THE EXTINGUISHER.												
2. STRIKING PIN / ACTIVATING MECHANISM IN A WORKING CONDITION.												
3. IS THE DISCHARGE NOZZEL BLOCKED OR IN GOOD CONDITION												
4. IS THE EXTINGUISHER HOLDER OR BOX IN GOOD CONDITION?												
5. HAS THE EXTINGUISHER BEEN SERVICED IN THE LAST YEAR BY AN APPROVED AUTHORITY.												
6. IF THE EXTINGUISHER HAS A GAUGE IS THE NEEDLE IN THE GREEN.												
7. HAS THE EXTINGUISHER GOT A LABLE ON WITH THE SERVICE HISTORY FILLED IN.												

FIRE HOSE REEL	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
8. FIRE HOSE REEL CONTROL VALVE HAS HANDLE INTACT												
9. NO LEAKS ON FIRE HOSE REEL												
10. FIRE HOSE REEL SERVICED IN THE LAST YEAR												
11. FIRE HOSE REELS FITTING FREE FROM CORROSION												

DATE:	
NAME OF PERSON CARRYING OUT INSPECTION:	
SIGNATURE:	

ANNEXURE 25

THE MSUNDUZI MUNICIPALITY

ASSIGNED DUTIES

THE OCCUPATIONAL HEALTH AND SAFETY ACT OF 1993

ACT 85 OF 1993, AS AMENDED

SECTIONS 16, 16(2)

I, _____ in my capacity as Municipal Manager for and on behalf of The Msunduzi Municipality, for the purpose of Section 16 of the Occupational Health and Safety Act of 1993, Act 85 of 1993 as amended, in terms of Section 16 (2) thereof and to ensure that the duties of The Msunduzi Municipality under the aforesaid Act are complied with hereby assign the under mentioned duties to _____ in your capacity as **Deputy Municipal Manager**

You are to ensure the duties of an employer as stipulated under the Occupational Health and Safety Act of 1993 as amended, the Regulations thereto and the Safety Standards contained in the Schedules annexed to those Regulations.

In the discharge of the aforementioned duties, you are required to take all reasonable measures within the scope of your authority as Deputy Municipal Manager to develop, maintain and promote, the municipality`s Health and Safety Management System by ensuring that such policies and procedures as are necessary to achieve its objectives are adopted and enforced and bring to my attention any matter of consequence or importance which may be necessary for properly achieving those objectives.

You are hereby authorised, as may be necessary and appropriate within the framework of the municipality`s Administrative Policy to charge responsible senior officials with line management accountability who, subject to your control and direction exercise delegated authority over, or control of, the activities at work of subordinate employees, the use of premises, machinery, equipment and material, including the environmental conditions under which these are employed to provide reasonable and practicable guidance for the proper management of the work process, in order to develop and maintain systems of work which are safe and without risk to health.

You must ensure that:

a) Risks are evaluated for the purpose of the aforementioned Act and Regulation 2 of the General Safety Regulations made thereunder.

b) Every employee is made conversant with the hazards to his/her health and safety attached to any work which he/ she has to perform, as well as the precautionary measures which should be taken and observed with respect to those hazards.

c) All employees are informed regarding the scope of their authority as contemplated in Section 37(1)(b) of this Act.

d) Suitably qualified personnel are designated for the purpose of Regulation 2(1) and 2(7) (a) of the General Machinery Regulations in respect of every premises or part thereof under your control where machinery is used thereon or annexed thereto.

e) Duly elected Health and Safety Representatives are appointed for the purpose of Sections 17, 18, 19 and 20 of this Act.

f) Suitably qualified personnel are appointed to represent the employer as Health and Safety Committee, members for the purpose of Sections 19 and 20 of this Act.

g) Senior official with line management authority are designated.

h) Health and Safety Committees are functioning efficiently as contemplated in Sections 19 and 20 of this Act.

i) All accidents/incidents are properly investigated, classified, reported and recorded.

j) All such designations shall be in writing clearly stating the content of the assignment and the scope and authority granted to the assignee.

Such assignments shall not subject to the provisions of Section 37, relieve you of any responsibility or liability as contemplated in this Act. This assignment should be read with The Occupational health and safety Act of 1993, Act 85 of 1993 as amended, The Msunduzi Municipality`s Safety, Health and Environment Policy, and Health and Safety Management System Procedure Manual.

Municipal Manager: _____

Date: _____

ACCEPTANCE OF DESIGNATION

I _____ do hereby accept the above mentioned designation and acknowledge that I understand the purpose of designation.

Signature Designated Employee: _____ **Date:** _____

ANNEXURE 26

THE MSUNDUZI MUNICIPALITY

ASSIGNED DUTIES
THE OCCUPATIONAL HEALTH AND SAFETY ACT OF 1993,
ACT 85 OF 1993, AS AMENDED
SECTION 8 (2) (i)

I, _____ in my capacity as **Deputy Municipal Manager** for and on behalf of The Msunduzi Municipality, for the purpose the Occupational Health and Safety Act of 1993, Act 85 of 1993 as amended, in terms of Section 8 (2) (i) thereof and to ensure that the duties of The Msunduzi Municipality under the aforesaid Act are complied with hereby assign _____ to assist me in the performance of the under mentioned duties.

You are to ensure the duties of an employer as stipulated under the Occupational Health and Safety Act of 1993 as amended, the Regulations thereto and the Safety Standards contained in the Schedules annexed to those Regulations.

In the discharge of the aforementioned duties, you are required to take all reasonable measures within the scope of your authority to develop, maintain and promote, the municipality`s Health and Safety Management System by ensuring that such policies and procedures as are necessary to achieve its objectives are adopted and enforced and bring to my attention any matter of consequence or importance which may be necessary for properly achieving those objectives.

You must ensure that:

a) Risks are evaluated for the purpose of the aforementioned Act and Regulation 2 of the General Safety Regulations made thereunder.

b) Every employee is made conversant with the hazards to his/her health and safety attached to any work which he/ she has to perform, as well as the precautionary measures which should be taken and observed with respect to those hazards.

c) All employees are informed regarding the scope of their authority as contemplated in Section 37(1)(b) of this Act.

d) Suitably qualified personnel are designated for the purpose of Regulation 2(1) and 2(7) (a) of the General Machinery Regulations in respect of every premises or part thereof under your control where machinery is used thereon or annexed thereto.

e) Duly elected Health and Safety Representatives are appointed for the purpose of Sections 17, 18, 19 and 20 of this Act.

f) Suitably qualified personnel are appointed to represent the employer as Health and Safety Committee, members for the purpose of Sections 19 and 20 of this Act.

g) Health and Safety Committees are functioning efficiently as contemplated in Sections 19 and 20 of this Act.

h) All accidents/incidents are properly investigated, classified, reported and recorded.

Such assignments shall not subject to the provisions of Section 37, relieve you of any responsibility or liability as contemplated in this Act.

This assignment should be read with The Occupational Health and Safety Act of 1993, Act 85 of 1993 as amended, The Msunduzi Municipality`s Health and Safety Management Framework.

Deputy Municipal Manager: _____ _____

Date: _____

ACCEPTANCE OF DESIGNATION

I _____ do hereby accept the above mentioned designation and acknowledge that I understand the purpose of designation.

Signature Designated Employee: _____ **Date:** _____

ANNEXURE 27

THE MSUNDUZI MUNICIPALITY

OCCUPATIONAL HEALTH AND SAFETY ACT OF 1993
ACT 85 OF 1993, AS AMENDED
SECTIONS 19, 20.

DESIGNATION AND ACCEPTANCE OF DESIGNATION HEALTH AND SAFETY COMMITTEE MEMBER/ CHAIRPERSON

I _____ representing the employer, The Msunduzi Municipality, do hereby designate _____ as a Health and Safety Committee Member /Chairperson of the Health and Safety Committee of the _____ Business Unit

From: _____ to _____

Signature: _____ Date: _____

ACCEPTANCE OF DESIGNATION

I _____ do hereby accept designation as a Health and Safety Committee Member/ Chairperson and acknowledge that I understand the purpose of designation.

Signature: Designated Employee _____ Date: _____

ANNEXURE 28

THE MSUNDUZI MUNICIPALITY

OCCUPATIONAL HEALTH AND SAFETY ACT OF 1993
ACT 85 OF 1993, AS AMENDED
SECTIONS 17, 18, 19, 20.

DESIGNATION AND ACCEPTANCE OF DESIGNATION HEALTH AND SAFETY REPRESENTATIVE

I _____ representing the employer, The Msunduzi Municipality, do hereby designate _____ as a Health and Safety Representative of the Health and Safety Committee of the _____ Business Unit.

From: _____ to _____

Signature: _____ Date: _____

ACCEPTANCE OF DESIGNATION

I _____ do hereby accept designation as a Health and Safety Representative and acknowledge that I understand the purpose of designation.

Signature: Designated Employee: _____ Date: _____

ANNEXURE 29

THE MSUNDUZI MUNICIPALITY

THE OCCUPATIONAL HEALTH & SAFETY ACT OF 1993, ACT 85 OF 1993 AS AMENDED

ASSIGNED DUTIES GENERAL MACHINERY REGULATION 2 (1), 2 (7) (a)

TO: _____

_____

_____

Having regard to the provisions of the Occupational Health & Safety Act of 1993 and The Msunduzi Municipality's Safety, Health and Environmental Policy aimed at achieving compliance with the provisions of the Act and Regulations thereto and acting under the authority of the _____ _____and with his approval, you are hereby designated a "COMPETENT PERSON" within the meaning of General Machinery Regulation 2 (1) and in terms of General Machinery Regulation 2(7)(a) you are charged with the duty of assisting to ensure that the provisions of the Act and Regulations are complied with in respect of the _____ Business Unit or part thereof and for the machinery used therein or annexed thereto.

In discharge of the aforementioned duties, you are required to take all reasonable measures to ensure that the requirements of the Act and Regulations are observed within and to bring to the attention of the Municipality any matter of consequence or importance which may be necessary for properly achieving the objects of the Act.

ACCEPTANCE OF DESIGNATION

I _____ do hereby accept designation as a Competent Person and acknowledge that I understand the purpose of designation.

Signature designated employee: _____

Date: _____

ANNEXURE 30

MSUNDUZI MUNICIPALITY-HAZARD SHEET				
HAZARDS		RISK TYPES		
Category	Type	Health & Safety	Equipment	Environment
1. CHEMICAL	oils Acids Cleaning fluids Heavy metals Cement Resins Solvents	burns lung damage Poisoning Irritation	Fire Explosion Corrosion Melting	Water pollution Air Pollution Soil Pollution
2. ELECTRICAL	Isolation Lockouts Cabling power failure Fuses Flame proofing Tampering Bridging Out Earthling Bonding	Burns Shock Eye damage	Fire fault Flashover Back feed Induction	
3. FIRE	Combustible materials Flammable liquids Cutting and Welding Overheating machines electrical faults Spontaneous combustion Friction	Burns Shock Electrocution	Fire Explosion Corrosion Melting	Air pollution
4. MOVING MACHINERY	Load instability Pedestrians Driver skill Guards	Contusions Impact Injuries Crushes	Impact Damage Structural Failure	
5. MOVING PARTS OF MACHINERY	Nip points Operator protection Maintenance lock out Guards	Contusions Impact Injuries Crushes	Damage	Ground pollution
6. GROUND CAVING IN	Unsupported roof Substandard support Geological weakness Poor drilling and blasting	Impact Injuries	Impact Injuries	

MSUNDUZI MUNICIPALITY-HAZARD SHEET				
HAZARDS		RISK TYPES		
Category	Type	Health and Safety	Equipment	Environment
7. Falling objects	Poor Rigging loose material and equipment Load instability	Impact Injuries Crushes	Impact Damage	Topographical Changes
8. Explosion	Gas Dust Tyres Flammable liquids Containers Gas cylinders Pressure vessels Lightning Blasting	Contusions Impact Injuries Cuts	Over Pressure Damage	Topographical Changes
9. Dust, Gas and Fumes	Ventilation Poison Confines spaces Welding Vapours	Suffocation Lung Damage Irritation Burns Eye damage	Fire Corrosion	Air pollution
10 Bio-Mechanical Slipping Tripping Falling	Floor conditions Falling from Falling into	Sprains Strains Fractures	Structure Damage	
11. Hazardous Objects	Sharp object Hot, cold, heavy objects Unbalanced objects Moving objects Abrasive objects	Impact injuries Cuts bruises	Impact damage	
12. Pressure Systems	Hydraulics Air systems Water systems Gas cylinders	Contusions Impact Injuries Cuts	Over Pressure damage	
13. Water	Dams, pools. floods, storms	Drowning	Structural damage	Topographical Changes
14. Environmental	Sanitation Infections Radiation Thermal stress Noise Vibration Lightning	Burns Cancer Freezing lung damage Noise induced hearing loss Carpel Tunnel Poor Vision	Contamination	Spread of Disease

ANNEXURE 31

MSUNDUZI MUNICIPALITY- RISK EVALUATION SHEET

RISK RATING: Likelihood X Exposure X Consequence	
High:	19-27 Requires immediate action and is to be reviewed within 6 months
Med:	10-18 Reviewed annually
Low:	0-9 Reviewed every 2 years.

LIKELIHOOD	SAFETY HEALTH AND ENVIRONMENT	SCORE
High	Almost certain	3
Medium	Possible	2
Low	Unlikely	1

EXPOSURE	SAFETY HEALTH AND ENVIRONMENT	SCORE
High	Frequent/ Continuous at very high levels	3
Medium	Infrequent at low levels	2
Low	No contact	1

CONSEQUENCE	SAFETY	HEALTH	ENVIRONMENT	SCORE
High	Production loss / Fatalities	Irreversible/life threatening Occupational Health Disease	Irreversible damage	3
Medium	Lost time cases/ Disabling injury	Reversible Occupational Health Effects e.g. skin irritation	Reversible damage Small / dilute	2
Low	Damage/Production loss First Aid	Discomfort with little or no health effects	Temporary effect	1

Likelihood	What is the likelihood that harm, loss or damage from identified hazard will occur
Exposure	Frequency of exposure to the hazard
Consequence	What is the consequence/severity of impact

ANNEXURE 32

MSUNDUZI MUNICIPALITY-RISKS REGISTER			
DEPARTMENT :		Date :	
ACTIVITY:		Rev Date:	

Activity / Process / Area	Hazard / Aspect	Risk / Impact	Safety				Health				Environment				Highest RR	CONTROL MEASURES
			L	E	C	RR	L	E	C	RR	L	E	C	RR		

High 19-27 Medium 10-18 Low 0-9
RISK RATING: Likelihood X Exposure X Consequence

ANNEXURE 33

MSUNDUZI MUNICIPALITY HEALTH AND SAFETY REPRESENTATIVE INSPECTION CHECKLIST			
Frequency:	Monthly		
Date of Inspection	...../...../20.....	Inspection No	
Health and Safety Representative			
Business Unit			
Location			

	INSPECTION LIST	YES	NO	REMARKS
BUILDINGS				
1	Clean and in good state of repair			
2	Broken windows, doors or other openings?			
FLOORS				
3	Clean and free from slippery substances			
4	No tripping or other obstruction hazards?			
VENTILATION				
5	Sufficient natural or artificial ventilation?			
6	All fans and air conditioners in working order?			
7	Free from any dangerous gasses, dust, smoke etc.?			
LIGHTING				
8	Sufficient natural or artificial lighting?			
9	All lights in working order?			
HOUSEKEEPING				
10	Working area clean and tidy at all times?			
11	Cupboards and shelves tidy and clean?			
12	Stacking safe and adequate storing space?			
13	No obstruction in aisles?			
14	No redundant materials			
15	Yard tidy and clean?			
HYGIENE				
16	All toilets, urinals and change rooms clean and hygienic			
17	All change rooms and showers clean and hygienic			
18	Eating places clean and hygienic?			
DEMARCATION				
19	Aisles and passageways demarcated?			
20	Access and exit routes demarcated?			
21	Fire equipment demarcated?			
22	Electrical equipment demarcated?			
23	All demarcation lines clear and visible?			
REFUSE AND WASTE				
24	Adequate disposal system?			
25	No air, water and land pollution?			
26	Adequate refuse bins and removal system?			

MECHANICAL ELECTRICAL PERSONAL SAFEGUARDING				
27	All hazardous machine parts adequately guarded and guards in good state?			
28	Electrical installations safe?			
29	Colour coding maintained?			
30	Labelling of switches and valves adequate?			
31	Ladders, handrails defective?			
32	Lifting equipment defective?			
33	Compressors checked and safe?			
34	Cylinders secure?			
35	Portable electrical equipment defects			
36	Hand tools defective?			
37	Head, hand, foot, eye, ear and body protection adequate?			
38	Protective clothing provided?			
39	Fall arrest systems adequate?			
40	Notices, Symbolic signs adequate?			
41	Respiratory equipment adequate?			
42	Chemical correctly stored and labelled?			
43	MSDS for chemical available?			
FIRE PROTECTION				
44	Fire extinguishers serviced?			
45	Fire hose reels serviced?			
46	Escape keys at locked doors			
EMERGENCIES				
47	First Aid Boxes in place, demarcated?			
48	First Aid Boxes contents correct?			
49	First Aiders trained with valid certificates?			
50	Emergency Procedure displayed?			
50	Escape route known and signs?			
51	Fire marshals known and trained			
52	Alarm System working?			

Recommendations:

Signature of Health and Safety Representative Date

I, ...the Employer/Assigned Person, agree that the listed deviations are hazards and that the recommendations indicated above have been/will be taken to correct the hazards.

Signature..... Date.....

ANNEXURE 34

MSUNDUZI MUNICIPALITY WRITTEN SAFE WORK PROCEDURES				
TASK:		DATE:		TASK OBSERVATION
OBSERVER:		FOLLOW-UP DATE:		

BASIC STEPS	SAFETY STEPS	CRITICAL STEPS	YES	NO
1				
2				
3				
4				

COMMENTS:_____
_____
_____

NAME:	ID No:	PAY No:	SIGNATURE:

ANNEXURE 35

MSUNDUZI MUNICIPALITY – TASK OBSERVATION REVIEW					
TASK OBSERVED:		DATE:		TIME:	

NAME OF EMPLOYEE ON WHOM THE OBSERVATION WAS CARRIED OUT:		PAY NO:	

WAS THE TASK CARRIED OUT AS LAID OUT IN THE SAFE WRITTEN WORK PROCEDURE? YES ☐ NO ☐

IF NO WHICH STEPS WERE NOT FOLLOWED?

IS IT NECESSARY TO UPDATE THE CURRENT PROCEDURE? YES ☐ NO ☐

IF SO WHICH STEPS MUST BE REVISED?

WHAT SHOULD THESE STEPS NOW BE? (WRITE OUT THE REVISED STEPS)

REMARKS

NAME OF PERSON CARRYING OUT THE OBSERVATION		PAY NO:	

DATE OF REVIEW:		SIGNATURE:	